

SUPPLEMENTARY LOCAL COURT RULES
for the
CIRCUIT COURT OF THE STATE OF OREGON
FOR JEFFERSON AND CROOK COUNTIES
22ND JUDICIAL DISTRICT

STATE OF OREGON - CROOK & JEFFERSON COUNTIES



I certify that this is a true and correct copy of a document in the possession of the court administrator for the 22nd Judicial District.

DATED: February 1, 2025

Interim Court Administrator for Crook & Jefferson Counties, the 22nd Judicial District:

Natie Slattery

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Chapter 1 – GENERAL PROVISIONS

1.171 Website Address

The internet addresses for the 22nd Judicial District Circuit Courts' websites are: <http://courts.oregon.gov/crook> and <http://courts.oregon.gov/jefferson>

Forms required by these rules are available on the courts' websites at: <https://www.courts.oregon.gov/courts/Crook/help/Pages/Forms.aspx> and <https://www.courts.oregon.gov/courts/Jefferson/help/Pages/Forms.aspx>.

1.173 Physical/Mailing Addresses

Unless otherwise ordered due to emergency conditions, the offices of the 22nd Judicial District are located as follows:

- (1) In Crook County:
260 NW 2nd Street, Prineville, OR 97754
- (2) In Jefferson County:
129 SW E Street, Suite 101, Madras, OR 97741

CHAPTER 2 – STANDARDS FOR PLEADINGS AND DOCUMENTS

2.011 Standards for Pleadings and Documents

All proposed orders submitted to the court will contain two check boxes; one for allowed and the other for denied. Both check box provisions will contain sufficient additional space for the court to add conditions, limitation to, or reason for the court's order.

2.012 Addresses and Telephone Numbers

- (1) During the pendency of any case charging an offense, including violations and criminal cases, or while monetary or other obligations imposed by the court in such case remain unsatisfied, defendant must keep the court advised in writing of defendant's current name, mailing address and telephone or message telephone number.
- (2) During the pendency of any criminal, civil or domestic relations case any party who is not represented by an attorney of record must keep the court advised in writing of the party's current name, mailing address and telephone or message telephone number.

2.101 Way of Necessity

In way of necessity cases wherein a county has transferred jurisdiction to the Circuit Court under ORS Chapter 367, the following procedure will be followed:

- (1) In addition to the service of the petition as, required by law, petitioner will cause a copy of the petition to be served on the county engineer by certified mail, return receipt requested.
- (2) Upon receipt of the petition, the county engineer (or any licensed civil engineer or registered surveyor designated by him) will, within 30 days, prepare and file with the clerk of the court the report required by ORS 376.160.
- (3) Upon receipt of the engineer's report, the clerk will cause copies thereof to be forthwith mailed to petitioner and any persons upon whom the original petition was served. If the engineer's report includes any alternative route over land owned by persons other than those served by the original petition, petitioner will forthwith cause a copy of the petition, a summons, and the engineer's report to be served upon such owner in the manner provided for the service of the original petition.
- (4) Petitioner must, at the time of filing the original petition, deposit with the clerk \$750 cash as a deposit on expenses to be incurred by the county or other persons as the result of the petition and action there on. The \$750 case deposit may, in the exercise of the court's legal discretion, be refunded to the depositor in the event no expenses are incurred. Any filing fee required by law will not be subject to return.

CHAPTER 3 – DECORUM IN PROCEEDINGS

3.051 Remote Appearances

When attorneys, litigants, or witnesses appear remotely they must follow the best practices in the materials found on the Oregon Judicial Department's [Remote Hearings webpage](#). Specifically, they should review the guide which pertains to their role in the proceeding: 1) [Attorney Guide](#), 2) [Litigant Guide](#), or 3) [Witness Guide](#) and follow the guidance provided therein. Additionally, all participants should review the [Remote Hearings Quick Reference Guide](#).

3.181 Public Access Coverage

Public access coverage in public areas outside of the courtrooms under UTCR 3.180(11) defines a public area as any area within 30 feet of any point of ingress or egress to the courthouse and any hallway, elevator or other area used by the public for access to public offices or facilities within the external walls of the courthouse.

- (1) In Jefferson County, Oregon, all public areas are within the control and supervision of the court.
- (2) In Crook County, Oregon, all public areas are within the control and supervision of the court.
- (3) Subject to UTCR 3.180, the procedure to obtain permission for electronic recording or electronic writing is as follows:
 - (a) Any party seeking to provide public access coverage in any area must file with the clerk of the court, at least two hours prior to the scheduled proceeding time, a certificate (See Appendix 1) in advance of commencing the coverage. This rule includes court proceedings conducted remotely on WebEx. Remote court hearings on WebEx are subject to UTCR 3.180 and may not be recorded or captured without seeking public access coverage and filing a certificate in advance of commencing coverage. Each court proceeding requires a certificate to be filed with the court.
 - (b) Upon filing of the certificate described in sub-section (a) above, the clerk will present the certificate(s) to the judge presiding in the case related to the coverage request. The judge may permit or deny the public access coverage.
- (4) If public access coverage is denied at any location, the judge must make findings of fact on the record setting forth the substantial reasons for the denial. The judge may prohibit public access coverage in public areas if there is any likelihood that the coverage would:
 - (a) constitute a material security risk to the public, jurors, witnesses or parties;
 - (b) interfere with the rights of the parties to a fair trial or would affect the presentation of evidence or outcome of the trial; or
 - (c) cause any cost or increased burden from the coverage that would interfere with the efficient administration of justice.
- (7) When public access coverage is permitted, public access restrictions will include a prohibition of any coverage of matters described in UTCR 3.080(2). The judge may also, subject to the requirements of this rule, establish other restrictions that apply to the coverage. Public access coverage restrictions may include:
 - (a) pooling coverage as described in UCTR 3.180(2); and
 - (b) any restrictions reasonably necessary to preserve the solemnity, decorum and dignity of the court and to protect the parties, witnesses and jurors;

- (8) If public access coverage for public areas is requested, coverage restrictions may include:
- (a) the designation of a reasonable location no closer than 15 feet from the courtroom where the case related to the request will be heard; and
 - (b) a requirement that public access coverage representatives will be required to physically stay within the designated areas.

3.185 Personal Communication Devices

Unless otherwise permitted by UTCR 3.180(6) or the judge presiding over the trial or other proceeding, personal communication devices (any electronic or other equipment capable of communicating with others including, but not limited to cell phones, watches and tablets) are not permitted in the courtrooms or jury rooms.

CHAPTER 4 – PROCEEDINGS IN CRIMINAL CASES

4.006 Testimony by Judge of the Circuit Court or Trial Court Administrator

Any matter requiring testimony of a judge or the Trial Court Administrator of the 22nd Judicial District will be subject to a pretrial conference to determine scheduling of the witness and the intended subject of the testimony. The party seeking the testimony must request the pretrial conference no later than five days before the scheduled trial or hearing date. This rule is not intended to preempt ORCP 55, nor prevent the service and acceptance of any subpoena.

4.045 No Motions for Reconsideration; Exceptions

- (1) No Motion for Reconsideration on any pre-trial, trial, or post-trial criminal matter will be heard, reviewed, or considered by any judge sitting in the 22nd Judicial District; nor will any such judge review a ruling rendered by any other judge except under (2).
- (2) This rule does not apply to any statutory motion to modify, set aside, vacate, suppress, or rescind; nor does it obstruct the authority of the assigned trial judge to review any previously filed motions. A party may move for reconsideration based on new law or newly discovered evidence.

CHAPTER 5 – PROCEEDINGS IN CIVIL CASES

5.006 Testimony by Judge of the Circuit Court or Trial Court Administrator

Any matter requiring testimony of a judge of the 22nd Judicial District or the Trial Court Administrator will be subject to a pretrial conference to determine scheduling of the witness and what the testimony is intended to elicit. The party seeking the testimony must request the pretrial conference no later than five days before the scheduled trial or hearing date. This rule is not intended to preempt ORCP 55, nor prevent the service and acceptance of any subpoena.

5.045 No Motions for Reconsideration; Exceptions

- (1) No Motion for Reconsideration on any pre-trial, trial, or post-trial civil matter will be heard, reviewed, or considered by any judge sitting in the 22nd Judicial District; nor will any such judge review a ruling rendered by any other judge except under (2).
- (2) This rule does not apply to any statutory motion to modify, set aside, vacate, suppress, or rescind; nor does it obstruct the authority of the assigned trial judge to review any previously filed motions. A party may move for reconsideration based on new law or newly discovered evidence.

CHAPTER 6 - TRIALS

6.011 Pretrial Conferences in Civil and Domestic Relations Cases

If a pretrial conference is set, the trial attorney or an attorney familiar with all aspects of the case and self-represented litigants must appear at the pretrial conference either in person or remotely.

6.012 Settlement Conferences in Civil Proceedings

- (1) Any civil case assigned a time and place for trial will be calendared for a settlement conference at least 21 days before the trial if requested by a party or required by the court. Such request must be made in writing and filed in the case with a copy to the other parties not less than 42 days prior to the scheduled trial date. The purpose of the settlement conference is to provide a forum to resolve disputes before trial through the active participation of counsel and the court.
- (2) At the settlement conference the court requires the attendance of all parties and their trial attorneys. When a party is insured, a representative of the insurance company who has full authority to settle the case **must** be in attendance or readily

available remotely.

An out-of-county or out-of-state party may apply to be excused from appearing in person at the settlement conference. The party seeking to be excused must file a motion with the judge presiding over the conference. Any party seeking to be excused must be available to appear remotely to participate in the conference. The Presiding Judge or a designee will rule on said request and, if appropriate, excuse the party from appearing in person.

- (3) Settlement conferences will be held informally before a judge at a time and place provided by the Presiding Judge. The conference may be continued as part of a continuing settlement conference to another day before trial by the judge. Each case on the settlement conference calendar will retain its place on the civil active list. If the case does not settle at such conference, no reference may thereafter be made to any settlement discussion had under this rule except in subsequent settlement proceedings.

In the event that a settlement is not reached at the settlement conference, a judge other than the one who participated in the settlement proceeding will be assigned to try the case.

- (4) For a meaningful settlement conference to take place, all counsel and parties must participate in good faith.
- (5) In the event settlement negotiations are not successful, counsel should expect and be prepared to proceed to trial on the date scheduled. Every effort will be made by the court to ensure that the case proceeds to trial on the date scheduled. This court will deny all requests for continuance except in case of emergency or highly unusual circumstances.

6.013 Settlement Conference Memoranda

In a civil case in which a settlement conference is scheduled, the parties must tender, not less than seven days prior to the date of the settlement conference, a detailed confidential settlement conference memoranda with the court. The date and time of hearing will be typed on the face sheet of the memoranda.

- (1) In the case of personal injury/property damage litigation, the plaintiff is directed to prepare a summary of facts, a summary of the injuries and/or damages, medical costs and medical liens, payment of personal injury protection (PIP), any special legal issues involved, and a settlement demand. Plaintiff will attach a copy of the most recent medical report(s).
- (2) The defendant is directed to prepare a similar memorandum setting forth defendant's version of the facts, the injuries, legal issues, settlement offer, and a

copy of the most recent defense medical report(s).

- (3) In other classifications of cases, each side will prepare an appropriate settlement memorandum setting forth a summary of the facts, legal issues, damages and relief demanded together with plaintiff's settlement demand or defendant's settlement offer.
- (4) Settlement conference memoranda must include costs and expenses of litigation incurred to date and an estimate of costs and expenses in the event the case proceeds to trial.
- (5) Settlement conference memoranda submitted by the parties are confidential documents.
- (6) If either party fails to submit a settlement memorandum within the time described above, the judge assigned may remove the settlement conference from the docket.

6.014 Voluntary Settlement Conference

A voluntary settlement conference may be requested by all parties for an action at any stage of the proceeding by filing a request for a voluntary settlement conference with the calendar clerk. The Presiding Judge, or designee, will rule on said request and, if appropriate, calendar the matter for a voluntary settlement conference.

6.061 Electronic Requested Jury Instructions

- (1) In addition to the requirements of UTCR 6.060 concerning providing the trial court with requested jury instructions and verdict forms in writing, an attorney or party requesting any of the instructions described in subsection (2) below, must e-file through File and Serve or send an e-mail to the trial court with an attachment containing the requested instructions in Microsoft Word or compatible format. If sent in an e-mail as an attachment the proposed instructions must be e-mailed to "jef-juryinstructions@ojd.state.or.us" for Jefferson County matters or to "cro-juryinstructions@ojd.state.or.us" for Crook County matters.
- (2) The following instructions and verdict forms must be included:
 - (a) any uniform instruction which has been modified;
 - (b) any proposed uniform instruction submitted in complete written form using the available options described in the uniform instruction. Compliance with UTCR 6.060(3) is all that is required, however, if a party submits a uniform instruction in complete written form, that complete instruction must be included;

- (c) any proposed non-uniform instruction; and,
- (d) any proposed interrogatory verdict form.

6.081 Exhibit Marking for Trials and Hearings

In addition to marking the exhibits pursuant to UTCR 6.080 Marking Exhibits, the case number must also be noted on the exhibit label by the party offering the exhibit.

6.082 Value of Exhibits

In order for the Trial Court Administrator to comply with Oregon Judicial Department Policy pertaining to the listing and valuing of exhibits offered as evidence, the exhibits will be assigned a value of zero, unless the party submitting the exhibit supplies a written opinion as to its value to the Trial Court Administrator, at the time of submission.

6.083 Trial Fees Payable Before Trial

No court or jury trial will proceed until the fees under this rule are paid to the Trial Court Administrator, unless the fees have been waived or deferred. The receipt given for payment of said fees must be shown to the courtroom clerk at the time of trial before said trial will proceed.

6.084 Number of Exhibits Required

All conventionally filed documentary exhibits submitted in court excluding audio and visual, must be submitted to the court with one original, a copy for opposing party and a courtesy copy for the judge.

If requested during the course of the trial, the court will allow reasonable oral argument on motions outside of the jury's presence. Speaking objections in the jury's presence are prohibited.

CHAPTER 7 – CASE MANAGEMENT AND CALENDARING

7.005 Entry of Guilty Plea by Attorney in Misdemeanor Cases in Defendant's Absence

When any attorney enters a guilty plea for a non-appearing defendant charged with a

misdemeanor, the attorney must submit a guilty plea in writing, signed by the defendant, acknowledging an itemized waiver of appropriate constitutional and statutory rights.

7.015 Resolution Conferences in Criminal Proceedings

- (1) At arraignment, all cases, except complex cases, will be set for a resolution conference to allow for plea agreement negotiations and the completion of discovery and investigation. The first resolution conference for in-custody cases, will be set within 21 days and, in out-of-custody cases, the first resolution conference will be within 30 days.
- (2) The district attorney or the assigned deputy, the defense attorney and the defendant must appear at the resolution conference, unless appearance is waived by the court.
- (3) At the first resolution conference, in addition to the information required by UTCR 7.010, the District Attorney or the designee thereof and Defendant, through counsel, if any, must be prepared to relate:
 - (a) the status of the plea agreement negotiations, if any;
 - (b) whether any scheduling or attorney conflicts exist; and
 - (c) whether there are any discovery problems.
- (4) At a final resolution conference discovery, investigations, and negotiations will be complete and the case will be set for a trial or for sentencing. To continue negotiations beyond a final resolution conference good cause must be shown.

7.016 Settlement Conferences in Criminal Proceedings

- (1) After a resolution conference, at the discretion of the court, a settlement conference may be held at the request of either party on the record or in writing. The settlement conference will be held at least 21 days prior to trial. The purpose of the settlement conference is to provide an opportunity for the early resolution of the case, if appropriate. No settlement conference will be permitted unless the provisions of subsection (2) herein have been met.
- (2) No later than seven days prior to the date of the settlement conference both parties must submit settlement memoranda as follows:

- (a) The district attorney or the assigned deputy must submit, in writing to the court, a memorandum with a detailed settlement offer including, but not limited to, the proposed; counts of resolution, grid blocks, if any, terms and duration of incarceration and terms and duration of probation. The memorandum will also include a statement that the alleged victim was notified of the conference date and time.
 - (b) Defense counsel must submit, in writing to the court, a memorandum that counsel has informed and discussed the offer with their client and the District Attorney. If defense counsel is prepared to make an offer, defense counsel must include in the memorandum detailed settlement offer including all components required herein above of the District Attorney. Defense counsel must inform his client of the offer.
 - (c) If either party fails to submit a settlement memorandum within the time described above, the judge assigned may remove the settlement conference from the docket.
- (3) The same attorneys who submitted settlement memorandums must attend the settlement conference. The prosecuting attorney appearing must have at all stages of the proceeding full authority to dispose of the case.
 - (4) The defendant must be personally available at the settlement conference and remain present and available for discussion with counsel. If a negotiated disposition has been tendered to the defendant, the defendant must inform the court of the defendant's decision by a deadline to be imposed by the court.
 - (5) Settlement conference memorandums submitted by the parties are confidential documents.

7.025 Setting Motions and Trial Dates in Civil Cases

- (1) Civil trials may be set during pretrial conferences in court or in chambers with counsel being required to appear with their calendars either in person or remotely, and it is customary for the court to provide written notice of the date.
- (2) Civil trials are reset by telephone or e-mail at the discretion of the court and it is customary for the court to provide written notice of the date.
- (3) Civil motions are set by telephone or e-mail at the discretion of the court but are sometimes set in court or in chambers during a pretrial conference. When being set, counsel are required to appear with their calendars either in person or remotely. In all instances it is customary for the court to provide written notice of the date. On occasion a date will be set at the convenience of the court and counsel advised only by written notice.

- (4) Civil motions are reset by telephone or e-mail at the discretion of the court and the court customarily provides written notice of the date. On occasion civil motions will be reset by the court. At any reset conference, counsel will be prepared with their respective calendars.
- (5) When counsel participates in the setting of the date in court, by telephone, or email a continuance will not be granted if the ground relied upon is that the court failed to provide written notice.
- (6) All pretrial motions and memoranda, including motions in limine, along with an estimate of the duration of any necessary hearings related to pretrial issues, will be submitted to the court and the opposing party or counsel not less than 21 days before trial. Pretrial motions will not be heard on the day of trial, unless the court finds good cause to do so.

7.027 Setting Motions and Trial Dates in Criminal Cases

- (1) Criminal motions are set in court during resolution conferences, at which time counsel are required to be present with their calendars. Criminal motions are also occasionally set by telephone or e-mail at the discretion of the court. In all instances, the court customarily provides written notice of the date.
- (2) Criminal motions are reset by telephone or e-mail at the discretion of the court and the court customarily provides written notice of the date. On occasion a date is set at the convenience of the court and counsel advised only by written notice.
- (3) Criminal trials are set during the final resolution conference, at which time counsel are required to be present with their calendars and the court customarily provides written notice of the date. On rare occasions a trial will be set on a date at the convenience of the court with counsel receiving only a written notice.
- (4) Criminal trials are reset by telephone or e-mail at the discretion of the court but are occasionally reset in court. If reset in court, counsel are required to be present with their calendars and in all cases, it is customary for the court to provide written notice of the date.
- (5) When counsel participates in the setting of the date in court, by telephone, or e-mail a continuance will not be granted if the ground relied upon is that the court failed to provide written notice.
- (6) All pre-trial motions and memoranda, including motions in limine, along with an estimate of the duration of any necessary hearings related to pre-trial issues, must be submitted to the court and the opposing party or counsel not less than 21 days before trial. Pre-trial motions will not be heard on the day of trial, unless the court

finds good cause to do so.

7.031 Trial Readiness

- (1) A trial readiness conference will be scheduled for every case set on the trial docket.
- (2)
 - (a) The trial readiness conference will be held on a judicial day and time set by the Presiding Judge in the week immediately preceding the week of trial unless the case under consideration involves complex issues.
 - (b) The trial readiness conference in any complex case may, at the discretion of the Presiding Judge, be set up to 21 days prior to the date set for trial.
- (3) In criminal cases, Counsel and Defendant will be personally present at trial readiness unless an Order for remote appearance has been granted by the Court or appearance has been waived.
- (4) In civil cases, Counsel and client may appear remotely at trial readiness.
- (5) If the case has been concluded by negotiation at or prior to the trial readiness, then the parties should be prepared to tender the paperwork necessary to effectuate the settlement at the trial readiness. If a settlement has been reached in a criminal case, the plea will be taken at the time of the trial readiness unless the court directs otherwise.
- (6) If the parties have settled the case and the paperwork has been tendered to the court or proceedings have been conducted to conclude the case prior to the trial readiness, then the trial readiness appearance will be waived.
- (7) Any party may move the court to waive personal appearance provided elements of subparagraphs (5), (6), and (8) have been met prior to trial readiness.
- (8) If the case is not resolved, counsel shall efile with the court the following materials prior to trial readiness:
 - (a) in a criminal case, a witness list;
 - (b) an exhibit list;
 - (c) proposed jury instructions if a jury trial is required;

- (d) UTCR 8.010 (4) statement if it is a domestic relations case; the Uniform Support Declaration, if support is an issue; and
 - (e) any trial memorandum the parties intend to rely on for trial.
- (9) During the trial readiness session, the court will designate a primary and any back-up case(s). Back-up case(s) will remain on the docket until 9:00 a.m. the day of trial, or 3:00 p.m. the day prior to the trial at the discretion of the court. Back-up case(s) will not be removed from the trial docket until the time ordered by the court. If the cases (s) remain contested, the clerk will reschedule the back-up case(s) for trial once the court removes the case from the docket.

7.055 Dismissal of Inactive Cases

- (1) After the court has rendered a decision in any civil or domestic relations case if a party does not submit a proposed order or judgment for a period of 60 days the Trial Court Administrator will send a notice to the parties notifying them that the case will be dismissed if an order or judgment is not received within 30 days.
- (2) If an order or judgment is not received within 30 days of the notice sent pursuant to Section (1) of this rule, the case will be dismissed without prejudice unless otherwise ordered by the court.

CHAPTER 8 – DOMESTIC RELATIONS PROCEEDINGS

8.041 Temporary Orders, Order Regarding Custody and Parenting Time Orders

- (1) All pre-judgment and post-judgment custody, parenting time and temporary status quo orders are controlled by ORS 107.097 or ORS 107.138. Any hearings set to consider the entry of such orders must be set in a fashion consistent with ORS 107.097 or ORS 107.138.
- (2) Temporary Custody and Parenting Time Orders

At any point during the proceeding the court may approve a temporary custody and parenting time order reflecting the parties' agreement as to the issues.

8.042 Orders to Show Cause

- (1) The procedures outlined in this rule are limited to domestic relations cases. Domestic relations cases include legal separations, annulment of marriage, dissolution of marriage and filiations. This rule is not applicable to contempt proceedings related to such actions.

- (2) Except for proceedings governed by ORS 107.097, ORS 107.135(13) or ORS 107.138, this rule applies to all orders to show cause in domestic relations matters whether or not the issues are pre-trial or post-judgment.
- (3) An order to show cause will be allowed only upon the motion of a party which itemizes the requested relief and is supported by sufficient written affidavit or declaration setting forth the justification for the relief requested. The order to show cause will not contain a date for hearing. The order must contain in bold type in the body of the order the following notice or a similar notice which contains, at minimum, all of the below requirements:

“NOTICE TO PARTIES RECEIVING THESE PAPERS:

If you object to any of the requests in the attached Motion, you must file a written response:

- 1) which itemizes the disputed issues; and
- 2) sets forth any additional relief requested

You must file the written response no later than thirty (30) days after this order has been served on you. If you do not file the written response within the time allowed, the court may order the relief requested without further notice to you.”

- (a) The court may allow additional time for a response to any motion and affidavit or declaration upon good cause.
 - (b) If child support or spousal support is an issue then the parties must file and serve upon the opposing party a Uniform Support Declaration as required by UTCR 8.040(3), 8.040(4), 8.050(1), and 8.050(3);
 - (c) If the Uniform Support Declaration is not completely filled out with all necessary exhibits, it may not be considered by the court and the party will be required to submit a completed form.
- (4) If the opposing party fails to file a written response within the time allowed, the moving party must forthwith submit an order allowing the relief requested in the order to show cause. The court may:
 - (a) Require the taking of testimony of the moving party in such default matters;
 - (b) Enter the order requested if the opposing party does not file the required written response; and

- (c) Enter the order upon its own motion if the moving party fails to present an order.
- (5) If the opposing party files a written response, the docket clerk will set a hearing date to determine the issues raised by the order to show cause and the affidavits or declarations. A notice of the hearing date will be mailed to both parties.

8.055 Temporary Relief Motions

Temporary relief motions for temporary child and spousal support filed pursuant to ORS 107.095(1)(a) and (b) and other motions for temporary financial orders filed pursuant to ORS 107.095(1)(f) will be determined without testimony (unless otherwise ordered by the court) based on the affidavits or declarations of the parties and their Uniform Support Declarations.

Such motions must be filed separately from other temporary relief motions. In any case involving temporary child support, the affidavits filed by the parties must include a child support computation worksheet. When the matter is ready for decision, the moving party must notify the court by filing a Notice for Readiness for Decision. (See Appendix 2)

8.075 Parenting Schedule

Unless otherwise directed by the court, or the parties stipulate to a different schedule of parenting time which is approved by the court, a non-residential parent will have the right to have parenting time with the minor child(ren) of the parties according to the schedule and guidelines which are set forth in the local court's parenting plans which are on the Family Law page of the courts website at www.courts.oregon.gov/crook or www.courts.oregon.gov/Jefferson or they may use one of the parenting plan templates found on the Oregon Judicial Department's Family Law web page at: <http://www.courts.oregon.gov/programs/family/children/Pages/parenting-plans.aspx>

8.101 Mandatory Education for Parents - ORS 3.425

- (1) The following cases are subject to this rule: annulment or dissolution of marriage actions, legal separation actions, petitions to establish custody or parenting time, and post-judgment litigation involving custody or parenting time.
- (2) All parties, where the interest of a child under the age of 18 years is involved, must successfully complete the education for parents program offered by the court designated providers or an [on-line program approved by another Oregon Court](#). Parties must register for one of the local approved programs or an approved Oregon on-line program or file a motion for approval of an alternate program within 14 days of receiving notice of this education requirement. All parties must complete the program before the initial pretrial conference.

- (3) Notice and instructions to the petitioner of the requirement that the parties complete the education program or alternative education program will be provided by the Trial Court Administrator when the petition is filed. Petitioner, when serving the respondent with the petition, must also include a copy of the Trial Court Administrator's notice. The petitioner's return of service on the respondent must indicate service of the notice with the summons and petition.
- (4) Each party must pay a fee determined by the program provider to cover program costs. The fee may be waived if the party presents a verified affidavit of indigency to the court, and the party meets indigency guidelines.
- (5) Each person who successfully completes the court's program or the pre-approved alternative program must present a certificate of completion to the judge at the pretrial conference.
- (6) Upon a showing of good cause, a party may request a waiver of this rule. The request must be made by motion, supported by affidavit or declaration, and filed within 14 days of receipt of the Trial Court Administrator's notice. Parties in post judgment matters must provide proof that they attended the class previously in order to seek relief from this rule.
- (7) Court action on a petition will not be delayed by a party's refusal or delay in completing the program unless the non-complying party is the petitioner or the moving party. Upon a party's failure to successfully complete the education program pursuant to this rule, the assigned judge may take appropriate action including, but not limited to, proceedings for contempt.

CHAPTER 9 – PROBATE AND ADOPTION PROCEEDINGS

9.061 Attorney Fees in Estates

The attorney for the personal representative must maintain time records for 12 months and, upon request of the court, must furnish a copy of that record to the court to assist the court in fixing a reasonable attorney's fee as provided by ORS 116.183.

9.081 Oral Objections to a Petition for Appointment of Guardian/Conservator

Oral objections, where permitted in probate matters under ORS 125.075, may be made during regular court hours at:

Jefferson County Circuit Court
129 SW E Street, Suite 101

Madras, OR 97741

Crook County Circuit Court
300 NE 3rd Street
Prineville, OR 97754.

The respondent or protected person may also make objections orally to an appointed Court Visitor. Court Visitors must include any objection by the respondent or protected person in the Visitor Report. The objection should be in bold and underlined so as to call its attention to the court when reviewing the report.

9.161 Form of Accounting

Accountings in estates and conservatorships must be substantially in the form specified in Form 9.160 in the UTCR Appendix of Forms.

CHAPTER 11 – JUVENILE COURT PROCEEDINGS

11.051 Personal Appearance Required

In all termination and dependency cases, parent(s) and any guardian(s) will be served a summons to personally appear at a time and place specified to answer the petition. The parent(s) and any guardian(s) must personally appear in court at the time and date specified in the summons. A written appearance will not be permitted. A parent or guardian or their counsel may make written application to the court for their personal appearance to be remote in extraordinary circumstances; however, the written application must be filed with the court two days prior to the time scheduled for the parent's or guardian's personal appearance. The written application must include the person's current residence address, mailing address, telephone number, and the person's acknowledgment that it is their obligation to initiate/place the telephone call to the court at the time scheduled for their appearance.

11.095 Timelines for Discovery/Filing of Papers

Unless good cause is shown:

- (1) prior to or at the first appearance, parties must disclose initial available discoverable material. A party must also notify opposing counsel and disclose subsequent discoverable material within 48 hours of receipt. Both parties must complete discovery 24 hours before the pre-hearing conference;
- (2) all motions must be filed in writing before the pre-hearing conference;
- (3) motions will be considered waived if not filed timely; and

- (4) all documents must be filed with the court at least one day prior to the hearing and show proof of concurrent service of true copies upon the other attorneys and unrepresented parties.

11.115 Juvenile Exhibits

- (1) In all hearings and trials of juvenile cases, counsel for each party who offers one or more exhibits at the hearing or trial must electronically file the exhibits with the court in the manner required by UTCR 11.110 (2).
- (2) Counsel must electronically file all exhibits offered and received as a single document. Exhibits offered and not received as a separate, single document, are subject to the requirements of UTCR 21.040 as may be applicable.

CHAPTER 12 - MEDIATION

12.011 Mediation in Child Custody and Parenting Time Visitation Issues

- (1) COMMENCEMENT OF MEDIATION BY STIPULATED REQUEST FOR MEDIATION

Except as provided in the last sentence of this subsection, mediation may be commenced at any stage of a pending domestic relations proceeding by the stipulation of the parties or by court order. Court orders may be granted at the discretion of the court, on the motion of either party or on the court's own motion. If a general judgment of dissolution has been entered in a domestic relations case and the judgment provided that the parties may mediate any custody or parenting time issue without a motion to show cause or enforce, the parties may do so by filing a stipulated motion for mediation.

- (2) MEDIATION AND CUSTODY/PARENTING TIME STUDY BEFORE HEARING

Subject to the provisions of ORS 107.755, 107.097, 107.138 AND 107.718, the court may decline to hear a custody or parenting time dispute until and unless the parties have participated in mediation in order to resolve the issues between them. The court may order mediation and require the parties to participate in the mediation upon its own motion even in the absence of a request from one or both of the parties.

- (3) GOOD FAITH REQUIRED

Mediation may not be used by any parent in bad faith for the purposes of delay or resolution of other issues. If the court finds at any time that the mediation process is being misused in violation of this rule, it may determine that mediation has been unsuccessful.

- (4) UNSUCCESSFUL MEDIATION

In the event the parents are not successful in mediating the custody or parenting time controversy, the mediator will notify the court. The matter will be scheduled for a hearing in the same course and with the same priority on the docket as though there had been no mediation.

CHAPTER 13 - ARBITRATION

13.048 Arbitration - Indigent Parties

In the event funds are available under ORS 36.420 for the payment of arbitrator fees that are waived, the arbitrator will be reimbursed after completion of the arbitration, filing of the Arbitration Award, and submission of the form approved by the State Court Administrator for such purpose.

13.055 Referring Cases to Arbitration

Cases subject to arbitration will be referred to arbitration as follows:

- (1) Within 30 days when the case is at issue unless otherwise ordered by the Presiding Judge; or
- (2) At any time as specifically directed by the judge to whom the case is assigned, or by the Presiding Judge.
- (3) An arbitrator may make written application to the Presiding Judge to have a referred case removed from arbitration under ORS 36.405(2)(b). A copy of the written request must be served upon the parties.

CHAPTER 15 – SMALL CLAIMS

15.011 Small Claims Forms

All small claims documents submitted for filing to the court must be in the formats specified under UTCR 15.010 (1). Forms that are not in compliance with the provisions of UTCR 15.010 (1) will not be accepted for filing.

CHAPTER 16 - VIOLATIONS

16.005 Trial by Declaration or Affidavit

If the appropriate statutory section allows for an infraction or violation trial to be conducted by declaration or affidavit, then the following must occur:

As authorized by option four on the back of the Oregon Uniform Citation and Complaint the alleged violator must contact the court before the day and time the summons requires them to appear to determine if they qualify for a trial by declaration or affidavit. If they qualify, the court will send the alleged violator and the officer the declaration forms contained in Appendix 3. The forms must be filed by the date specified by the court on the forms.

Absent good cause shown, a declaration that is not filed as required herein may not be considered by the court.

Appendices

SLR 8.055 - NOTICE OF READINESS FOR DECISION

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE 22ND JUDICIAL DISTRICT CROOK/JEFFERSON COUNTIES

In the Matter of the Marriage of

Case No. _____

Petitioner,

NOTICE OF READINESS FOR
DECISION

and

Respondent.

The pending motion to show cause for temporary relief is at issue, and the moving party requests the court decide the motion five (5) judicial days after filing this Notice. The motion should be decided on the following documents:

1. Motion and Order to Show Cause Re: Temporary Spousal and Child Support
2. Affidavit or Declaration in Support of Motion and Order to Show Cause;
3. Affidavit or Declaration in Opposition to Motion and Order to Show Cause;
4. Uniform Support Declaration of Petitioner; and
5. Uniform Support Declaration of Respondent.

DATED this _____ day of _____, 20__.

Attorney for Moving Party

Bar No. _____

SLR 16.005 - Trial by Declaration Packet

In the Circuit Court of the State of Oregon
for the County of Crook Jefferson

State of Oregon

v.

Case No:

DEFENDANT'S DECLARATION

Defendant

(Trial by Declaration)

I waive my right to appear personally at trial and submit my evidence by this Declaration to the court. I understand that I will be notified by mail of the court's decision.

Additional page attached

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Date (signature)

Print Name

Contact Address City, State, Zip Contact Phone

In the Circuit Court of the State of Oregon
for the County of Crook Jefferson

Current Date: _____

Defendant's Name & Address: _____

Trial by Declaration Information

You have pled Not Guilty and requested a Trial by Declaration. Please complete the enclosed form.

The declarations must be signed and submitted to the court clerk by _____.

By submitting the Defendant's Declaration form, you waive both your and the officer's presence at trial. It allows you and the officer to appear by submitting a declaration of what happened, the same as you would tell the judge if you appeared in person.

The judge will make a decision based on all of the declarations. The declarations will be considered the same as a personal appearance. The court will notify you of the decision by mail.

If you do not submit your declaration by the deadline, a default judgment will be entered against you, which means that you will be convicted and charged a fine.

Witnesses: If you want a witness to testify, you can make a separate copy of this form for the witness to fill out. The witness' declaration must be received by the court by the date above. If not, it will not be considered by the judge.

In the Circuit Court of the State of Oregon
for the County of Crook Jefferson

State of Oregon
v.

Case No:

Citation No:

**REPORTING OFFICER'S
DECLARATION**

Defendant

(Trial by Declaration)

The Defendant has entered a plea of Not Guilty and requested a Trial by Declaration. Please submit your Declaration of the facts to the court before_____.

I am the Reporting Officer in this case and I submit the following facts to the court:

Additional page attached

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Date

(Officer Signature)
Officer Agency: _____

Contact Address

City, State, Zip

Contact Phone