

OREGON EFILING CHECKLIST FOR FIRST TIME EFILER

1. Register to file and serve electronically on the Oregon Judicial Department (OJD) Filing & Serve website, <https://oregon.tylerhost.net/ofswb>. Follow the prompts, and provide the requested information to register for a firm account. If you are a solo practitioner, register as a Firm Administrator. This [article](#) in the File & Serve website provides step-by-step instructions on how to register for a new account.
2. Create a payment account. You may set up a credit/debit card or electronic check (eCheck) payment account to pay eCourt filing fees. Follow the Self Help link on the File & Serve website on [How to Add a Payment Account](#).
3. Confirm you have a scanner and PDF software with Optical Character Recognition (OCR) capability to convert your scanned documents into text-searchable PDFs. If the document is already on the computer in another format, then print the document to PDF.
4. Understand the requirements of UTCR 21.040:
 - a. Make sure the document to be filed (a) is in text-searchable PDF format, (b) does not exceed 25 MB, (c) is broken down if it exceeds 25 MB and filed as separate files, and (d) is properly labeled, “[name of file, part 1 of 2]” in the Filing Comments field. UTCR 21.040(1).
 - b. Confirm the document and all attachments are one unified PDF file, and then eFile the contents as one single PDF. UTCR 21.040(2)(a).
 - c. eFile documents requiring a court signature or documents that include confidential attachments separately. UTCR 21.040(2)(a).
5. Know what documents cannot be eFiled. Consult UTCR 21.070 regarding special filing requirements, including which documents must be filed conventionally under UTCR 21.070(3). See also the Supplemental Local Rules in your jurisdiction for additional guidance on which documents must be filed conventionally.
6. If you need help filing electronically your first case or filing electronically into an existing case for the first time, Tyler Technologies offers [Training Videos](#) through the Self Help link on the OJD File & Serve website, as well as [User Guides](#).
7. If your filing is **accepted** by the court’s clerk, your case will be docketed and set to appear in the clerk’s case management system. You will receive an email about your case status and other pertinent information regarding the case.
8. If your filing is **rejected**, you will receive an email that explains why the court rejected the filing, and when and how to resubmit the filing. If you have a question about the filing, contact the local circuit court. Follow UTCR 21.080(5)(a) to apply for relation back when your filing is rejected.
9. If your filing is **unsuccessful** because the OJD File and Serve system is temporarily unavailable, or there is an error in the transmission or other technical problems, follow UTCR 21.080(6) to ask for relation back.
10. Conventionally serve the opposing parties unless they have added themselves as a service contact to receive electronic service. Follow UTCR 21.100 to properly add yourself as a service contact.

OREGON EFILING CHECKLIST FOR FIRST TIME EFILER

11. Visit the Oregon Judicial Department Online Services website to sign up and purchase a subscription to the [Oregon Judicial Case Information Network \(OJCIN\)](#). OJCIN offers access to case information, judgment records, and official entries in the Register of Actions. (Some records and cases are confidential and cannot be accessed.)
12. If you have questions about eFiling or accessing eCourt information through OJCIN, contact:

OJCIN Technical Support

Mon-Fri 7:00 a.m. to 5:00 p.m.

503-986-5582 or 1-800-922-7391

ETSDHelp@ojd.state.or.us

eFiling User Support – Tyler Technologies

Mon-Fri 9:00 a.m. to 9:00 p.m. [CT]

1-800-297-5377

Efiling.support@tylertech.com

Access the live chat portal [here](#) under “Click Here to Chat With Us”

IMPORTANT NOTICES

This material is provided for informational purposes only and does not establish, report, or create the standard of care for attorneys in Oregon, nor does it represent a complete analysis of the topics presented. Readers should conduct their own appropriate legal research. The information presented does not represent legal advice. This information may not be republished, sold, or used in any other form without the written consent of the Oregon State Bar Professional Liability Fund except that permission is granted for Oregon lawyers to use and modify these materials for use in their own practices. © 2019 OSB Professional Liability Fund