OSB Professional Liability Fund presents

Ready, Set, eFile: Navigating the Oregon Judicial Department's New eFiling Website

Thursday, October 29, 2026
12:00 p.m. to 1:00 p.m.

MCLE ID 136962
1 Practical Skills MCLE Credit

Speakers: L. Sam Dupree
Senior Assistant General Counsel at the Oregon Judicial Department

Amy Brewer
File & Serve Product Owner at the Oregon Judicial Department

OSB Professional Liability Fund

CLE Materials

- Speaker Bios
- PowerPoint Slides

L. Sam Dupree

Sam is a Senior Assistant General Counsel in the Oregon Judicial Department's Office of General Counsel who has worked for OJD since 2014. He serves as OJD's public records administrator and provides advice on a wide range of issues, including treatment court operations, eServices, and business processes. Sam previously served as OJD's eService legal liaison and oversaw Oregon's electronic filing system (File & Serve), where he led rule changes and process improvements that enabled the electronic filing of fee waivers, protective orders, and electronic signatures. Sam previously worked as a Judicial Clerk for the Honorable Michael C. Wetzel in the Clackamas County Circuit Court. He earned his B.A. in Political Science from Washington State University and his J.D. from the University of Oregon, where he was recognized for his pro bono work with the Lane County Legal Aid and Advocacy Center.

Amy Brewer

Amy has been with the Oregon Judicial Department (OJD) since 2023. She is an Analyst in the Enterprise Technology Services Division (ETSD) and currently oversees Oregon's electronic filing system (File & Serve). Amy practiced law for a small general civil firm in Eugene, handling mostly probate matters. Before that, Amy worked as a Judicial Clerk for the Honorable Lauren S. Holland and the Honorable R. Curtis Conover at the Lane County Circuit Court. She earned her B.A. in Political Science and Spanish from the Robert D. Clark Honors College at the University of Oregon, and her J.D. from the University of Oregon School of Law where she served as an Editor of the Oregon Law Review.

OJD's New eFiling Website

Sam Dupree – Previous File & Serve Product Owner/ Senior Assistant General Counsel

Amy Brewer – File & Serve Product Owner

October 29, 2026

New eFiling Website

- New look
- More secure
- Same functionality
- Same login
- Working to decrease loading times

New

- More information on the home screen
- Actions menu on the left
- Default settings, including county and case type

Things to Keep in Mind

- Things are in different places
- Start familiarizing yourself with the new site
- The old site will go offline on **December 7, 2026**
- You will need to recreate templates
- Check notification settings

PDFs

- PDFs are required
- It is possible for locked PDFs to cause issues
- If you are having issues, consider flattening or Print to PDFing the document



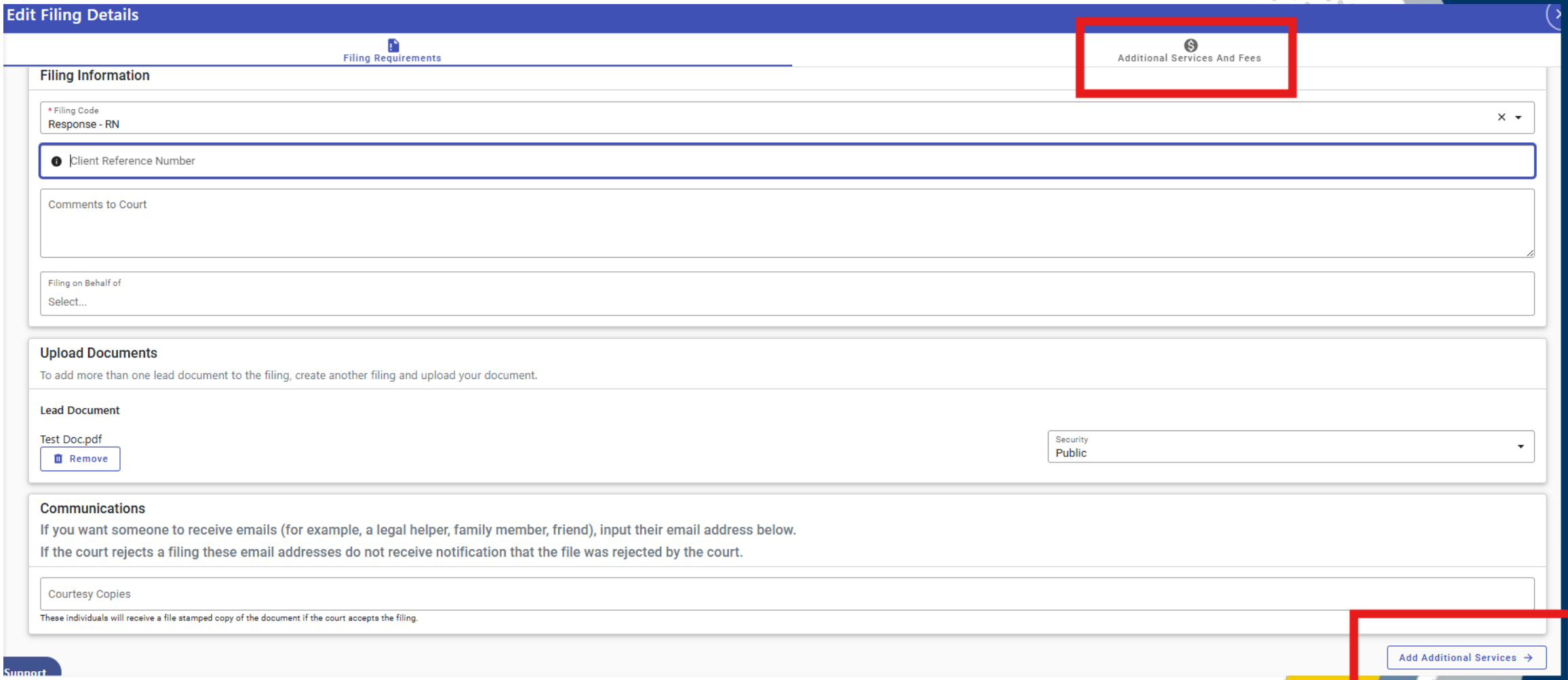
Size Limitations

Document size limit	50MB
Envelope size limit	75MB
Size/Document issues	Try print to PDF or, for large color photos, try lowering the photo resolution

Fees

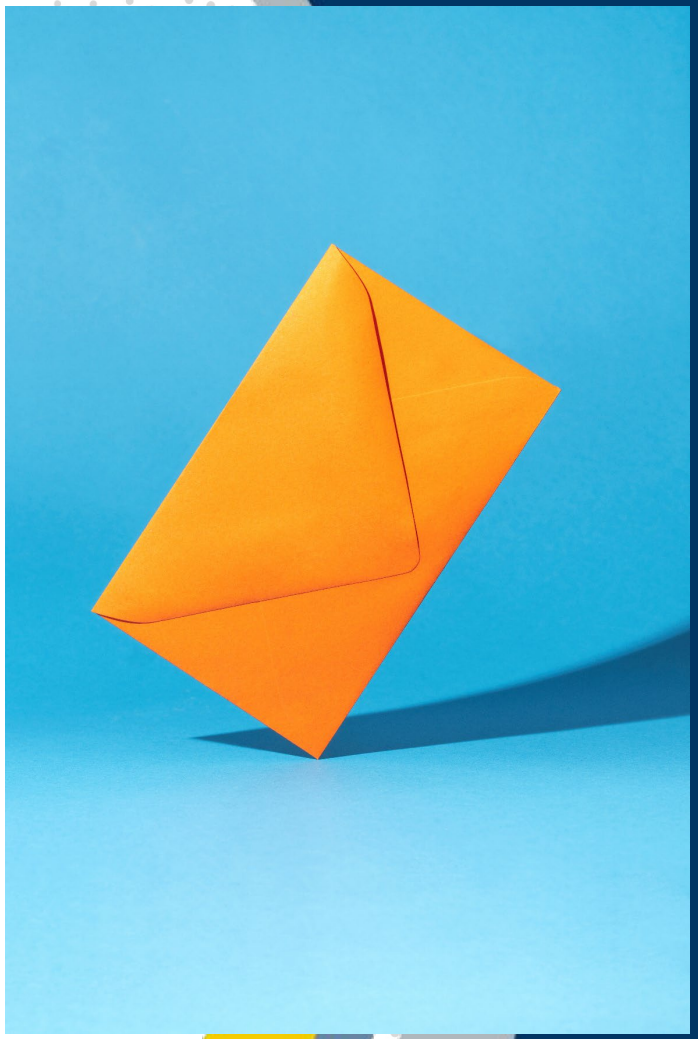
- You must still select applicable fees
- Fees are in a separate “Additional Services and Fees” tab on the top right or bottom right corner of the “Edit Filing Details” page
- The “Calculate Fees” option only calculates the fees you selected
- Statutory Fee Information

Fees continued...



Electronic Service

- When you eFile, you must enter your service contact information (UTCR 21.100)
- Do not enter others service information
- When you eServe there is an audit trail
- You do not need to eFile to eServe
- When using eService, make sure it complies with service requirements



Common Reasons for Return

1. Fee issues
2. ORCP/UTCR requirements
3. Missing signatures
4. Wrong court, wrong case number, or no case number
5. Must submit proposed documents as separate PDFs



Relation-Back

- If a document is returned, you can request the court relate the filed date back to the date of the original submission
- Available for rejected documents and when website is unavailable
- Not automatic
- Requires a cover letter and filing comment
- See UTCR 21.080(5) and (6) for more details

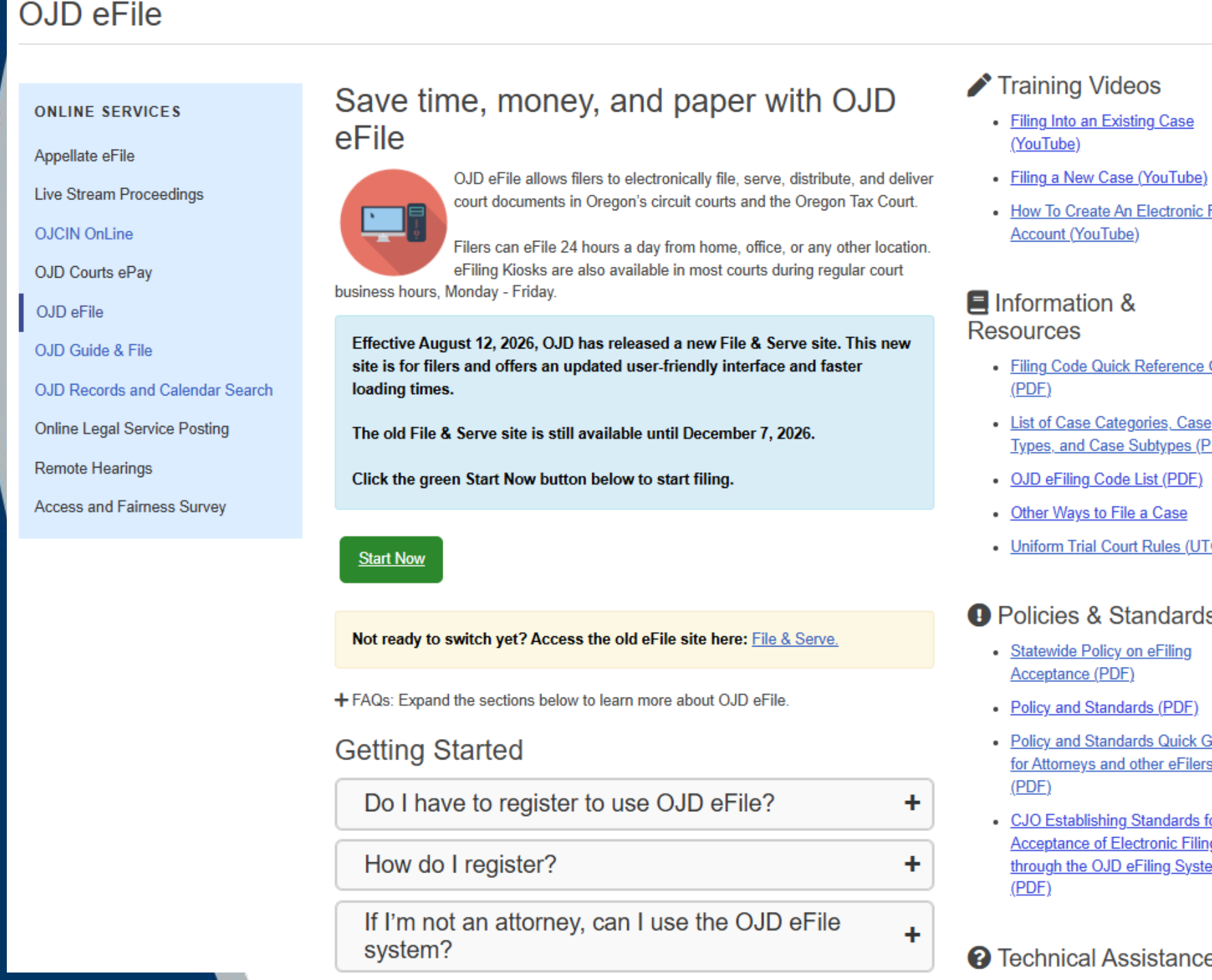


Other Information

- Ensure confidential documents are properly labeled
- Confidential cases will not display party names
- Consider creating Templates and running Reports

Resources

- Oregon Judicial Department : OJD eFile : Online Services : State of Oregon



Having Issues?

Tyler Technologies

- Account management
- Website functionality

Court

- Court processes
- Envelope status/rejections

OJD

- Information about the transition
- Configuration issues/questions
- If Tyler is unable to help

Having issues?

Tyler Technologies

- 1.800.297.5377
- efiling.support@tylertech.com
- Tyler Help Center

OJD

- OJDhelp@ojd.state.or.us
- Amy.L.Brewer@ojd.state.or.us

Questions?

Sam Dupree – Senior Assistant General Counsel

Amy Brewer – File & Serve Product Owner

Amy.L.Brewer@ojd.state.or.us

OJDhelp@ojd.state.or.us

OJD's New eFiling Website – Fee Functionality Overview

October 26, 2026

Fees

- You are still responsible for selecting fees
- Fees are referred to as “Additional Services and Fees” in the new website
- Information about statutory fees can be found on OJD’s website
- The website includes fee information for the circuit courts, appellate courts, and the Tax Court

Selecting Fees

- Fees are located in a separate under “Additional Services and Fees” tab on the “Edit Filing Details” screen
- There are two ways to get to the tab:
  - Top right corner
  - Lower right corner

New case filing

Draft # 119515

Edit Filing Details

Filing Requirements

Additional Services And Fees

* Filing Type (Required)

eFile Only

Pick "eFile Only" to just electronically file your papers.

Filing Information

*Filing Code
Complaint - CM

Client Reference Number

Comments to Court

Filing on Behalf of
Select...

Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

Lead Document

OJCINFeeSchedule.pdf

Remove

Security
Select...

Communications

If you want someone to receive emails (for example, a legal helper, family member, friend), input their email address below.

If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.

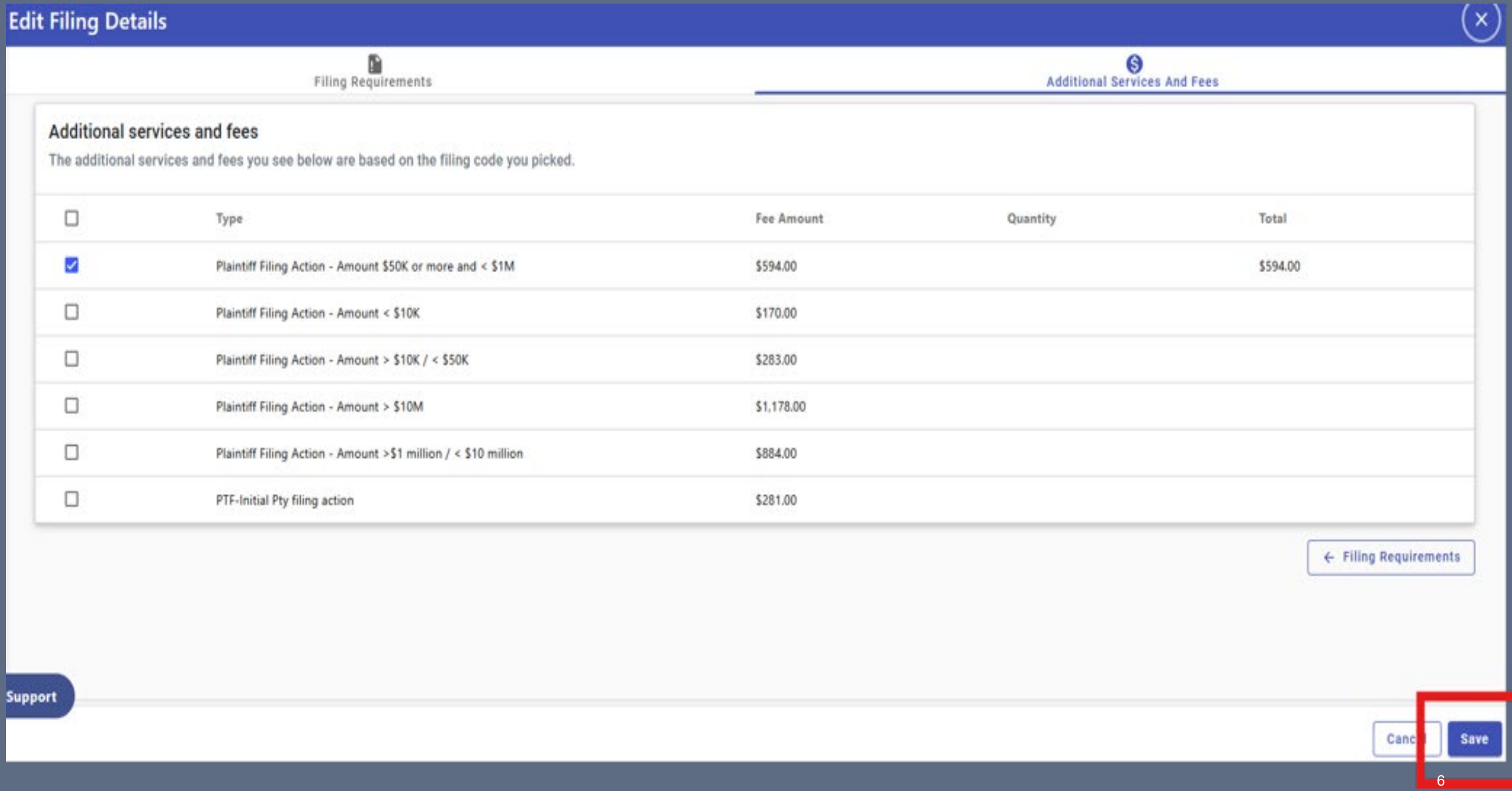
Courtesy Copies

These individuals will receive a file stamped copy of the document if the court accepts the filing.

Add Additional Services →

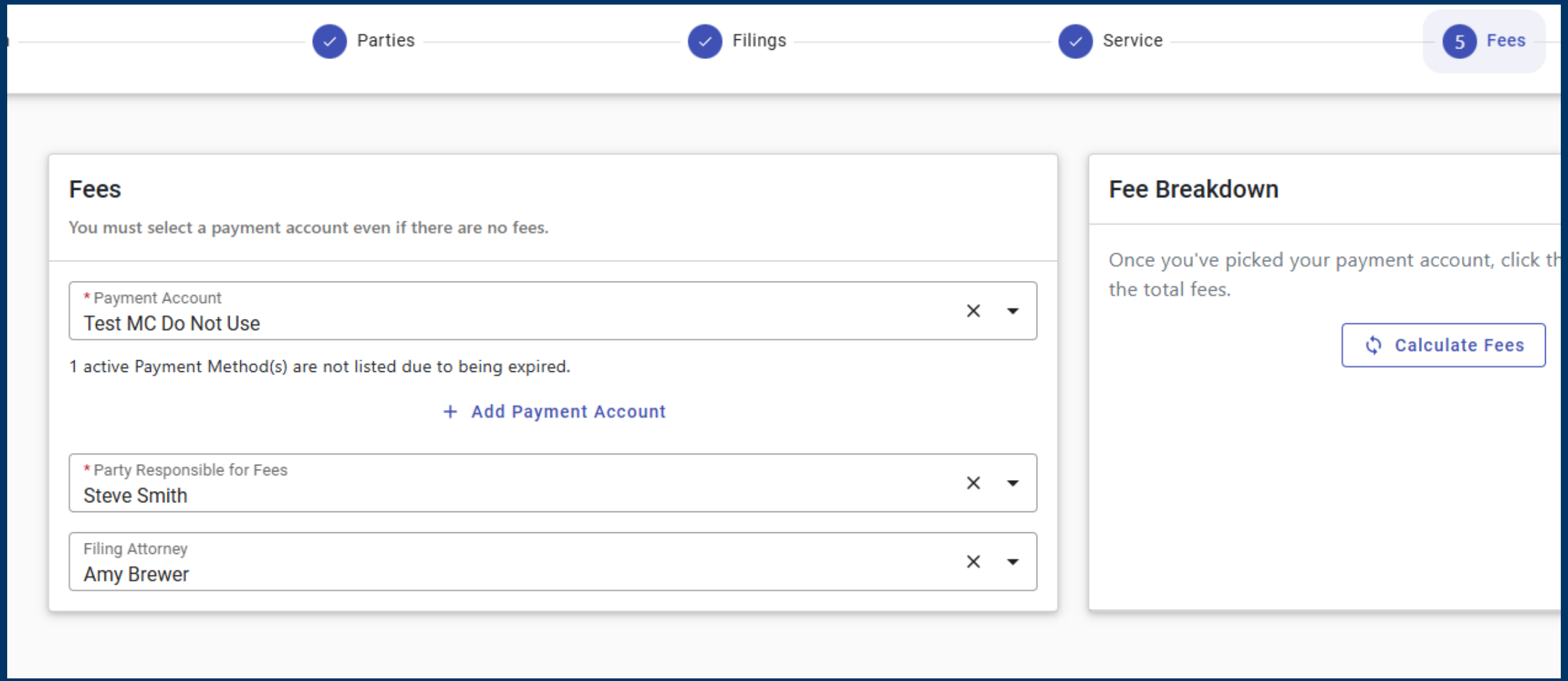
Selecting Fees cont…

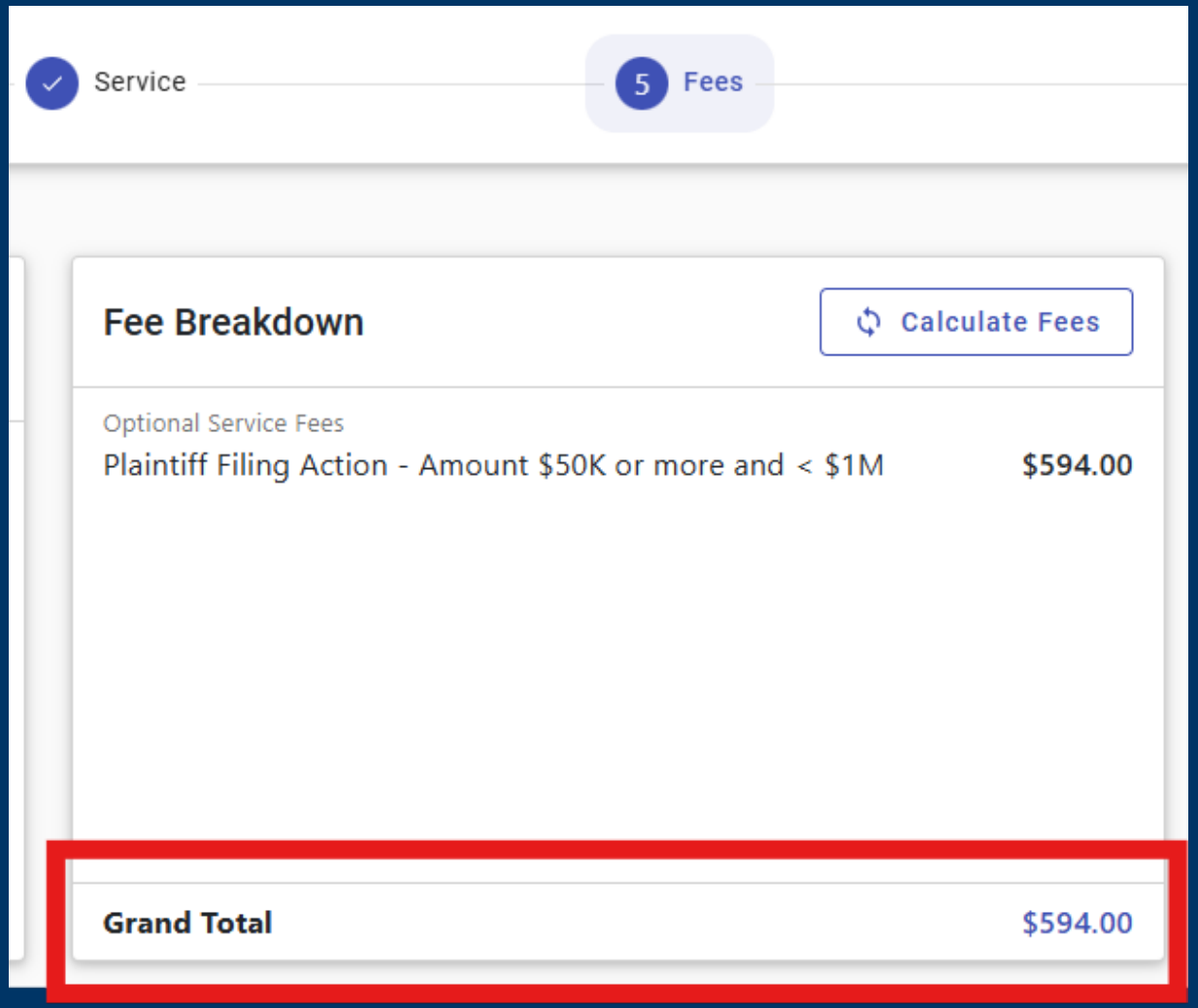
- Select a filing code, then select the applicable fee in “Additional Services and Fees” tab
- Fees are specific to the filing code you selected
- If you have questions about filing fees, contact the court or consult OJD’s fee schedules
- Once you have selected the applicable fee, click “Save”
- This will send you back to the “Filings” screen


Edit Filing Details
Filing Requirements
Additional Services And Fees
Additional services and fees
The additional services and fees you see below are based on the filing code you picked.
Type
Fee Amount
Quantity
Total
Plaintiff Filing Action - Amount $50K or more and < $1M
$594.00
$594.00
Plaintiff Filing Action - Amount < $10K
$170.00
Plaintiff Filing Action - Amount > $10K / < $50K
$283.00
Plaintiff Filing Action - Amount > $10M
$1,178.00
Plaintiff Filing Action - Amount >$1 million / < $10 million
$884.00
PTF-Initial Pty filing action
$281.00
← Filing Requirements
Support
Cancel
Save

Fees screen

- Select your payment account, the party responsible for fees, and a filing attorney
- In “Fee Breakdown”, you may select “Calculate Fees” to confirm the fees are correct before proceeding to the “Summary” page
  - The “Calculate Fees” option only calculates the fees you previously selected
  - You are not required to use this feature before proceeding to the “Summary” page


Parties
Filings
Service
5
Fees
Fees
You must select a payment account even if there are no fees.
* Payment Account
Test MC Do Not Use
1 active Payment Method(s) are not listed due to being expired.
+ Add Payment Account
* Party Responsible for Fees
Steve Smith
Filing Attorney
Amy Brewer
Fee Breakdown
Once you've picked your payment account, click th
the total fees.
Calculate Fees


Service
5
Fees
Fee Breakdown
Calculate Fees
Optional Service Fees
Plaintiff Filing Action - Amount $50K or more and < $1M
$594.00
Grand Total
$594.00

Summary screen

- Review the “Summary” screen before submitting the documents to the court
- This is your last chance to ensure you selected the correct fee
- Select “Edit” to change, or add, a fee

Case Information

Edit

Court Location	Case Type	Case Category
Clackamas	Tort - General	Civil

Parties

Edit

Party Type	Party Name	Lead Attorney
Plaintiff	Steve Smith	
Defendant	Jane Johnson	

Filings

Edit

Filing Code	Filing Type	Filing Description	Client Ref #
Complaint - CM	eFile Only		

Fees

Edit

Payment account	Party responsible for envelope fees	Filing attorney
Test MC Do Not Use	Steve Smith	Amy Brewer

After submission

- Submitting the envelope will place a hold on your card
- Your card is not charged until the document associated with the fee is accepted
- If the document is not accepted, the hold will disappear in 2-3 business days

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