

IN THE MUNICIPAL COURT OF THE CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON

In the Matter of Adopting Trial Court)
Rules for the Municipal Court of the) **ORDER**
City of St. Helens)

The Above Entitled Court, having determined that the efficient disposition of its business and the convenience of attorneys and litigants appearing therein so requires, does hereby adopt the attached rules and attachments as the St. Helens Municipal Court rules, effective July 1, 2012.

DATED this 3rd day of July, 2012.



CYNTHIA PHILLIPS,
MUNICIPAL COURT JUDGE

CHAPTER 1—General Provisions

1.010 SCOPE OF THESE RULES

- (1) Effective July 1, 2012, these rules shall apply uniformly to all proceedings and actions in the St. Helens Municipal Court.
- (2) These rules shall be construed so as to achieve consistency with statutory provisions and to promote the just, speedy and inexpensive determination of every proceeding and action as well as the efficient use of judicial time and resources.
- (3) These rules apply to attorneys and to persons representing themselves.

1.020 AMENDMENT OF THESE RULES; EFFECTIVE DATE

- (1) These rules may be amended by order of the Presiding Judge of the St. Helens Municipal Court.
- (2) The effective date of any amendments to these rules shall be set forth in the order adopting or amending said rule.
- (3) Proposed amendments to these rules shall be forwarded to the president of the Columbia County Bar Association for public comment.

1.030 TRANSITION TO THESE RULES

On their effective date, these rules, and any amendments, shall apply to all actions and proceedings pending on or commenced after that date, except to the extent that, in the opinion of the court, application of the amendments in a particular action pending when the amendments take effect would not be feasible or would work injustice, in which event, the former rules or procedures apply.

1.070 CITATION OF COURT RULES

These rules shall be cited as St. Helens Municipal Court rules (SHMC rules) by chapter and section number. Paragraph numbers and letters shall be included in the citation when appropriate.

1.090 SANCTIONS

For failure to file a pleading or other document in the manner, the form or the time required by these rules, the court may strike the pleading or document.

1.100 RELIEF FROM APPLICATION OF COURT RULES

Relief from application of these rules in an individual case may be given by the judge on good cause shown if necessary to prevent hardship or injustice.

1.110 DEFINITIONS

As used in these rules:

- (1) Party means the City of St. Helens, the prosecuting attorney, the defendant and the defense attorney, as the case may be.
- (2) The Court Clerk means trial Court Clerk.
- (3) Days mean calendar days, unless otherwise specified in these rules.

1.130 TIME COMPUTATION

ORCP 10 shall be followed in computing any time period prescribed by these rules.

1.150 HOURS OF COURT OPERATION

The hours of court office operation shall be from 8:30 a.m. to 5:00 p.m., Monday through Friday, except for the hours of 12:00 p.m. – 1:00 p.m. during which the office will be

closed for lunch. Court appearances shall only be held on Mondays and Tuesdays, unless the court appearance is specially set.

1.160 FILING OF DOCUMENTS IN COURT

A document to be filed with the clerk of court or the Court Clerk must be filed with the office of the Court Clerk or designee. No document delivered to the judge or chambers is filed until it is received by the office of the Court Clerk or designee. For every document to be filed, other than an order or judgment submitted to a judge for signature, the original is to be delivered to the Court Clerk's office.

CHAPTER 2—Standards for Pleadings and Documents

2.010 FORM OF DOCUMENTS

The form of all documents, including pleadings and motions, except where a different procedure is specified by statute or rule, must be:

(1) Prepared on letter-size (8-1/2 x 11 inches) paper, except that smaller size paper may be used for bench warrants, commitments, uniform citations and complaints and other documents otherwise designated by the court.

(2) Printed or typed, except that blanks in preprinted forms may be completed in handwriting and notations by the Court Clerk or judge may be made in handwriting.

(3) All pleadings, motions and requested instructions must be double-spaced and prepared on paper with numbered lines, all other documents may be single-spaced and the lines need not be numbered.

(4) On the first page of each pleading or similar document, not less than two inches or more than four inches at the top of the page shall be left blank.

(5) The name of the party or attorney signing any pleading or motion must be typed or printed immediately below the signature. All signatures must be dated.

(6) All documents must include the author's name, address, telephone number, fax number, if any, and, if prepared by an attorney, the name, e-mail address, and the Bar number of the author and the trial attorney assigned to try the case

(7) Exhibits

(a) When an exhibit is appended to a filed document, each page of the exhibit must be identified by the word "Exhibit" or "Ex" to appear at the bottom right-hand side of the exhibit, followed by an Arabic numeral identifying the exhibit. Each page number of the exhibit must appear in Arabic numerals immediately below the exhibit number; e.g.: "Exhibit 2 Page 10"

(b) Exhibits appended to a pleading may be incorporated by reference in a later pleading.

(8) The name of the document, and the page number expressed in Arabic numerals, must appear at the bottom left-hand side of each page of each document.

(9) The title of each document filed with the court must include an identification of the filing party, such as "Plaintiff" or "City", or "Defendant." The court case number must appear in the caption of every document. Every motion must identify in its title the nature of the requested relief, such as "Motion to Suppress" or "Motion to Postpone."

(10) Orders, Judgments or Writs

(a) The judge's signature portion of any order, judgment or writ prepared for the court shall appear on a page containing at least two lines of the text. Orders, judgments or writs embodying the ruling of the judge shall have the name of the judge typed, stamped or printed under the signature line.

(b) If the order, judgment or writ is prepared by a party, the name and identity of the party submitting the order shall appear therein, preceded by the words "submitted by."

(c) Motions and orders for postponement may be submitted as a single document. Any other motion must be submitted as a separate document from any proposed form of order deciding the motion. A motion submitted as a single document with an order may not be filed unless the order has been ruled upon and signed by the judge.

(d) When allowed to be submitted as a single document under paragraph (c) of this subsection, motions and orders submitted as a single document shall contain a double solid line across the page separating the motion portion of the document from the order portion. The caption of the document shall be labeled "Motion to Postpone and Order" in the upper right-hand corner of the document. The order portion shall be clearly labeled "Order" in the upper left-hand corner of the order portion of the document. A 2-inch by 2-inch space shall be provided below the double solid line in the upper right-hand corner of the order portion for the file/date stamp of the order. The order portions shall be written as clearly and simply as possible. Where appropriate, the order shall consist of only two check boxes as follows: one for allowed, the other for denied. Where such check boxes are used in the order portion, they shall be placed above the standard date and signature lines.

(11) Oregon cases must be cited by reference to the Oregon Reports as: Blank v. Blank, Or (year) or as State v. Blank, Or App (year). Parallel citations may be added.

(12) An attorney or unrepresented party whose address or telephone number changes shall immediately mail or deliver notification of such change to the Court Clerk and all other parties.

2.030 MATTERS UNDER ADVISEMENT MORE THAN 60 DAYS

(1) If the judge shall have any matter under advisement for a period of more than 60 days, it shall be the duty of all parties to call the matter to the court's attention forthwith, in writing.

(2) If the matter remains under advisement for 90 days, all parties are required again to call the matter to the judge's attention forthwith, in writing.

2.080 COMMUNICATION WITH COURT

(1) Except as exempted by statute, SHMC rule 2.100, or SHMC rule 2.110, when written communication is made to the court, copies must simultaneously be mailed or delivered to all other parties and indication made on the original of such mailing or delivery.

(2) All written communication to the court shall refer to the title of the cause and the case number.

2.100 PROTECTED PERSONAL INFORMATION, NOT CONTACT INFORMATION, REQUIREMENTS AND PROCEDURES TO SEGREGATE WHEN SUBMITTING

(1) "Protected personal information" includes, but is not limited to:

(a) Social security numbers, credit card numbers, bank or other financial account numbers, bank or other financial account locations, driver license numbers, financial account access numbers, or similar information that is used for financial transactions and can be kept confidential under ORS 192.502(2).

(b) Maiden names, birth dates, and places of birth that can be kept confidential under ORS 192.502(2).

(c) Facts about a person's identity or the identity of the person's financial activities that is other than contact information and that can be exempt from public inspection under the Oregon Public Records Law (OPRL, ORS 192.410 to 192.505).

(d) Facts other than contact information that can otherwise be protected under specific law, including, but not limited to, information protected by existing court orders.

(2) "Protected personal information" does not include entire documents, contact information, or, except as ordered by a court, information that is not both personal and related to a person's identity beyond their name or their financial activities.

(3) "Contact information" means: the name of a person submitting a document or of a person on whose behalf a document is being submitted; telephone numbers; personal or business addresses; e-mail addresses; employer identification and address; or similar facts that make it possible for another to contact a person who is named in a document.

(4) Procedure to follow. A person may only request protected personal information be segregated and protected under this rule when submitting it to a court in a case. The procedures under this rule may be used to identify and separately present protected personal information from any submitted document or form that is used to give information to a court. To do so, a person must do the following:

(a) Place in the document from which the protected personal information is being segregated a written notation to the effect that the information is being separately submitted under SHMC rule 2.100.

(b) Complete an affidavit in substantially the form provided in the attached Form 2.100.4a. The affidavit:

(i) Need not be notarized but must be signed by the requestor and contain language that the person knowingly gives the information under an oath or affirmation attesting to the truth of what is stated and subject to sanction by law if the person provides false information to the court.

(ii) Must describe generally the protected personal information and set out the legal authority for protecting the information.

(c) Complete an information sheet in substantially the form provided in the attached Form 2.100.4b to duplicate the protected personal information sought to be segregated and attach the information sheet to the affidavit.

(d) File the completed forms and attachments with the court along with, but not attached to, the document from which the protected personal information is segregated.

(e) For purposes of SHMC rule 2.080, mail or deliver to parties a copy of the affidavit only, and not the information sheet or attachments to the information sheet.

(5) More than once in a case. If a court segregates specific protected personal information from a specific document under this rule:

(a) The court is under no obligation to look for or segregate the same protected personal information from other documents in the file for that case or other cases that were not specifically addressed by a request under this rule or from any documents subsequently submitted to the court except when procedures under this rule to segregate from the specific document are again used.

(b) As long as the specific protected personal information remains current, a person need not submit an affidavit and information sheet under this rule each subsequent time the already segregated information would be submitted in that case. The person may simply add a written notation to any document subsequently submitted to the effect that the information has already been submitted in that case under SHMC rule 2.100.

(6) Court response. When a completed request is filed under this rule and the court grants the request to segregate, the court will do the following:

(a) Separate the Form 2.100.4b from the affidavit and maintain that form and any attachments to it as not subject to public inspection unless there is a question about the court's legal authority to keep the specific information from public inspection. The requestor need not obtain the signature of a judge. As official custodian of the case file under the OPRL, the Court Clerk will resolve any question about whether, or the extent to which, information may be kept from disclosure under this rule unless statute or court order expressly provides otherwise. A request under this rule to keep information confidential, segregated, or exempt from public inspection is not subject to challenge and hearing except as specifically required by law.

(b) Keep the affidavit in the case file.

(c) Send notice confirming that a request is granted or denied only if the person includes a self-addressed, postage prepaid postcard that the court can use for that task. The postcard must also include the following text, to be filled in as indicated for the court to mail:

"Dear *(person requesting print your name here)*, Your request of *(insert date of request)* to segregate specific protected personal information from information the general public can inspect in the case file for case number *(insert case number)* in the St. Helens Municipal Court *(the court will check and complete the appropriate following response before mailing)*:

Was granted on *(court will insert date)* and the segregated information sheet you submitted will be maintained separately from information available for public inspection. *(initial of appropriate court employee)*

Was denied in part or entirely because *(court will explain and provide contact information for further action)*: _____."

(7) Limits on protection. When the court grants a request under this rule, the court will protect the submitted Form 2.100.4b from being placed where the general public can inspect it. However, the following limits apply to this confidentiality:

(a) A person may inspect the information sheet or attachments that person submitted.

(b) A person other than the person who submitted the information sheet or attachments may inspect the information sheet or attachments with a currently effective release by the person whose information is protected. The release must be signed by the person giving the release, dated, and establish a period during which the release will be effective.

(c) Any person who has a right by law to inspect the information sheet or attachments may do so. This includes St. Helens Municipal Court or prosecutorial personnel who require the information for their work.

(d) Courts will share the information sheets and attachments with other government agencies as required or allowed by law, without court order or application under subsection (8) of this rule, for purposes of the business of those agencies. Those agencies are required to maintain the information as confidential as provided under ORS 192.502(10).

(e) Courts will share the information sheets and attachments with the entity primarily responsible for providing support enforcement services under ORS 25.080 and under the requirements of 42 USC 666 without application under subsection (8) of this rule in any case in which spouse or child support is ordered.

(8) Inspecting or copying protected personal information. Except as specifically provided in subsection (7) of this rule, any person who seeks to inspect or copy information

segregated and kept from public inspection under this rule must make the request by using a form substantially like Form 2.100.8 and copy the requestor shown on the affidavit and parties to the case as required by SHMC rule 2.080. A court will only grant a request if the person requesting has a right by law, including this rule, to see the information. The court will indicate on the form its response to the request and maintain a copy of all the request forms, with its response, in the case file as a public record.

(9) Denied requests. If a court denies a request under this rule:

(a) For every piece of personal information on a Form 2.100.4b, the court will attach the affidavit and form to the document from which the information was segregated and place all in the case file.

(b) For only some of the personal information on a SHMC rule Form 2.100.4b, the court will:

(i) create a copy of the form where the information to be protected is redacted,

(ii) protect the original form as otherwise provided in this rule, and

(iii) attach the affidavit and the redacted copy of the form to the document from which the information was segregated and place the affidavit and redacted copy of the form in the case file.

2.110 PROTECTED PERSONAL INFORMATION, NOT CONTACT INFORMATION, PROCEDURES TO SEGREGATE WHEN INFORMATION ALREADY EXISTS IN A CASE FILE

(1) Purpose. This rule establishes:

(a) Procedures for a person to identify and segregate protected personal information when that information already exists in a document in a court case file and to request the information be kept from inspection by the general public.

(b) A process for a court, when it grants a request under this rule, to segregate and protect personal information from nonprotected information in the case file in a uniform way with an appropriate record.

(2) Information Covered. This rule may be followed to segregate and protect the same information already existing in a case file that could be segregated and protected at the time of submission under SHMC rule 2.100. The definitions in SHMC rule 2.100 apply to this rule.

(3) Procedure to Follow. A person may only request protected personal information be segregated under this rule when the information is already in a document that has become part of a court case file. To do so, a person must do all the following:

(a) Complete an affidavit in substantially the form provided in the attached Form 2.110.4a. The affidavit:

(i) Need not be notarized but must be signed by the requestor and contain language that the person knowingly gives the information under an oath or affirmation attesting to the truth of what is stated and subject to sanction by law if the person provides false information to the court.

(ii) Must describe generally the protected personal information and set out the legal authority for protecting the information.

(iii) Must specifically identify the case file, document in the case file, and the page number of the page that is sought to be redacted.

(iv) Must be accompanied by a copy of that page sought to be redacted showing specifically the protected personal information to be redacted.

(b) Complete an information sheet in substantially the form provided in the attached Form 2.100.4b to duplicate the protected personal information sought to be segregated and attach the information sheet to the affidavit.

- (c) File the completed forms and attachments with the court.
- (d) Pay the required fee set by City Council.
- (e) For purposes of SHMC rule 2.080, mail or deliver to parties a copy of the affidavit only and not the information sheet or attachments to the information sheet.

(4) Court Response. When a completed request is filed under this rule and granted by the court, the court will do the following:

- (a) Segregate and protect the specifically identified protected personal information from the specific location in the specific document that is the object of the request unless there is a question about the court's legal authority to keep the specific information from public inspection. The requestor need not obtain the signature of a judge. As official custodian of the case file under the OPRL, the Court Clerk will resolve any question about whether, or the extent to which, information may be kept from disclosure under this rule unless statute or court order expressly provides otherwise. A request under this rule to keep information confidential, segregated, or exempt from public inspection is not subject to challenge and hearing except as specifically provided by law.
- (b) Separate and maintain the information sheet and any attachments as not subject to public inspection. Once the information sheet is separated, place the affidavit in the case file.
- (c) Replace any page from which the specific information is removed with a redacted copy of the page and keep the original, unmodified page with the information sheet and its attachments. Any substitute page from which the specific information is removed will include a notation of the date and responsible individual and that the redacting was done under this rule. Courts will separate information and redact documents under this rule according to the law.
- (d) Send a notice confirming completion of work, that work cannot be completed for some reason, or that a request is denied only if the person includes a self-addressed, postage prepaid postcard that the court can use for that task. The postcard must also include the following text to be filled in as indicated for the court to mail:

“Dear *(person requesting print your name here)*, Your request of *(insert date of request)* to segregate specific personal information from information the general public can inspect in the case file for case number *(insert case number)* in the St. Helens Municipal Court*(court will check and complete the appropriate following response)*:

Was completed on *(insert date)*_____.

(initials of appropriate court employee)

Could not be completed because *(explain and provide contact information for further action)*:

 Was denied because *(explain and provide contact information for further action)*:_____.”

(5) Time Limits, Court Authority to Refuse Request Based on Resources. This rule sets no time limit for courts to segregate information from existing court records when requested under this rule. Courts have a reasonable time given their ordinary workload and resources available. And, notwithstanding other parts of this rule, a court is not required to segregate information from existing court records based on a request under

this rule if the workload created would adversely affect the resources available for a court to perform its ordinary duties.

(6) Parts of SHMC rule 2.100 that apply to this rule. The following subsections of SHMC rule 2.100 are applicable to this rule: (2), (5), (7), (8), and (9).

2.120 AFFIDAVITS

Unless otherwise mandated by statute, an affidavit required by the SHMC rule need not be notarized, but it must be signed by the affiant and must include a sentence, in prominent letters immediately above the signature of the affiant, that is in substantially the same form as the sentence for a declaration under penalty of perjury as specified in ORCP 1 E.

CHAPTER 3—Decorum In Proceedings

3.010 PROPER APPAREL

(1) All persons attending the court must be dressed so as not to detract from the dignity of court. Members of the public not dressed in accordance with this rule may be removed from the courtroom.

(2) When appearing in court, all attorneys and court officials must wear appropriate attire.

3.020 PROPER APPAREL FOR INCARCERATED WITNESSES AND DEFENDANTS APPEARING IN CRIMINAL PROCEEDINGS

Incarcerated witnesses and defendants appearing for trial must be dressed in neat, clean civilian clothing, unless otherwise ordered by the court.

3.030 MANNER OF ADDRESS

During trial, the litigants and litigants' attorneys must not address adult witnesses, jurors or opposing parties by their first names, and, except in voir dire, must not address jurors individually.

3.040 ADVICE TO CLIENTS AND WITNESSES OF COURTROOM FORMALITIES

Attorneys must advise their clients and witnesses of the formalities of the court and must encourage their cooperation. Unrepresented parties must similarly advise their witnesses and encourage their cooperation.

3.050 PROPER POSITION OF PARTIES BEFORE COURT WHILE IN JURY TRIAL

Parties in a jury trial must:

- (1) rise from their positions at counsel table and remain standing while addressing the court or the jury, except during voir dire;
- (2) not approach the bench except by permission; and
- (3) be allowed to move freely about the courtroom during trial unless otherwise instructed by the court.

3.070 PERSONS PERMITTED WITHIN BAR OF COURT

Except as otherwise permitted by the court, during the trial of any case or the presentation of any matter to the court, no persons, including members of litigants' families, shall be permitted at counsel table or closer to the dias other than clients, attorneys, court personnel and witnesses when called to the stand.

3.080 PROCEDURE FOR SWEARING WITNESSES

The swearing of witnesses shall be conducted as a serious ceremony and not as a mere

formality.

3.090 UNDUE RECOGNITION OR FAMILIARITY BY JUDGE

Judges shall refrain from showing undue recognition of or familiarity with any person in the courtroom.

3.100 PROPER USE OF COURT CHAMBERS

Except when court business is being conducted, parties must not congregate in or just outside of the court's chambers.

3.110 CONFERENCES IN CHAMBERS

Conferences may be conducted in chambers and shall be conducted without litigants present unless required by the court, requested by a party or otherwise required.

3.120 COMMUNICATION WITH JURORS

(1) Except as necessary during trial, and except as provided in subsection (2), parties, witnesses or court employees must not initiate contact with any juror concerning any case which that juror was sworn to try.

(2) After a sufficient showing to the court and on order of the court, a party may have contact with a juror in the presence of the court and opposing parties when:

(a) there is a reasonable ground to believe that there has been a mistake in the announcing or recording of a verdict; or

(b) there is a reasonable ground to believe that a juror or the jury has been guilty of fraud or misconduct sufficient to justify setting aside or modifying the verdict or judgment.

3.130 DISCLOSURE OF RELATED MATTERS WHEN SEEKING COURT ORDER

When a party seeks to obtain an order from a judge, the party must inform that judge of any ruling, hearing or application for a ruling or hearing before any other judge that concerns the subject of the order requested.

3.140 RESIGNATION OF ATTORNEYS

(1) An application to resign made pursuant to ORS 9.380 must be in writing and contain the name, address and telephone number of the party and of the new attorney, if one is being substituted, and the date of any scheduled trial or hearing. The attorney's fax number and e-mail address, if any, must also be included. It must be served on that party and the opposing party's attorney. If no attorney has appeared for the opposing party, the application must be served on the opposing party. A notice of change or withdrawal of attorney must be promptly filed.

(2) The attorney who files the initial appearance for a party, or who personally appears for a party at arraignment on an offense, is deemed to be that party's attorney-of-record, unless at that time the attorney otherwise notifies the court and opposing party(ies) in open court or complies with subsection (1).

(3) When an attorney is employed or appointed to appear in an already pending case, the attorney must immediately notify the court and the opposing party in writing or in open court. That attorney shall be deemed to be the attorney-of-record unless that attorney otherwise notifies the court.

3.150 NO REACTION TO JURY VERDICT

After the jury returns a verdict, all persons present in the courtroom must remain seated until the jury has left the room and must refrain from visibly or audibly reacting to the verdict in a manner which disrupts the dignity of the courtroom.

3.160 EXPLANATION OF PROCEEDINGS TO JURORS

In jury cases, after sustaining a dismissal of the case before verdict, the judge, in dismissing the jury, should, without discussion of the facts, briefly explain the procedure and why a verdict was unnecessary.

3.180 MEDIA OR OTHER PUBLIC ACCESS COVERAGE OF COURT EVENTS

(1) Courtrooms. Upon request or on the court's own motion, after notice to all parties, public access coverage shall be allowed in any courtroom, except as provided under this rule.

(2) There shall be no public access coverage of the following:

- (a) Proceedings in chambers.
- (b) Any notes or conversations intended to be private including, but not limited to, counsel and judges at the bench and conferences involving counsel and their clients.
- (c) At a victim's request, sex offense proceedings.
- (d) *Voir dire*.
- (e) Any juror anywhere during the course of the trial in which he or she sits.
- (f) Recesses.

(3) Limitations on Denial of Public Access Coverage in Courtrooms. A judge may deny a request for or terminate public access coverage only if the judge makes findings of fact on the record setting forth substantial reasons for the denial. The judge may prohibit public access coverage if there is a reasonable likelihood of any of the following:

- (a) The public access coverage would interfere with the rights of the parties to a fair trial or would affect the presentation of evidence or outcome of the trial.
- (b) Any cost or increased burden resulting from the public access coverage would interfere with the efficient administration of justice.

(4) A judge may summarily prohibit public access coverage of a particular witness only if the judge finds on the record that public access coverage would endanger the welfare of the witness or materially hamper the witness' testimony.

(5) Public Access Coverage Defined. As used in this rule:

- (a) "Public access coverage" means coverage by means of any public access coverage equipment.
- (b) "Public access coverage equipment" means any of the following in the possession of persons other than the court or the court's staff: television equipment; still photography equipment; audio, video, or other electronic recording equipment.

(6) Equipment and Personnel for Public Access Coverage. The court may limit the location of public access coverage equipment. One pool video camera and one pool still camera and one pool tape recorder shall be permitted.

- (a) No public access coverage device shall be operated by more than one person.
- (b) No person shall use public access coverage equipment in a manner that interferes or distracts from proceedings in the courtroom.
- (c) The video camera must be mounted on a tripod or other device or installed in the courtroom. The tripod or other device must not be moved while the proceedings are in session. Video equipment must be screened where practicable or located and operated as directed by the court.

(d) No artificial lighting devices of any kind shall be allowed.

(e) Any pooling arrangement required by limitations on equipment and personnel imposed by the judge or by this rule must be the sole responsibility of the persons seeking public access coverage, without calling upon the judge to mediate any disputes involved therein. In the absence of agreement on such issues by persons seeking public access coverage, the judge may exclude any or all public access coverage.

(7) Upon request, any person engaging in public access coverage of a court event or in a courtroom, courthouse, its premises, or environs under the control and supervision of the court must provide to the court, without expense, or to any other person, if the requestor pays actual copying expense, a copy of any public access coverage the person performed.

(8) A judge may impose other restrictions or limitations necessary to preserve the solemnity, decorum, and dignity of the court and to protect the parties, witnesses, and jurors. A judge may terminate any or all public access coverage at any point upon finding, based on substantial reasons in the record, that this rule or other rules imposed by the judge have been violated.

(9) Nothing in this rule is intended to limit the court's contempt powers.

(10) Nothing in this rule shall alter or affect the rules of the Supreme Court promulgated under "Video-Trial Project No. 88-38." Under that project, the audio-video coverage constitutes the entire record. In all other courts, the record shall be preserved with court reporters or audiotape. Restrictions on releasing audio-video coverage in courts participating in the Video-Trial Project shall be set forth in separate rules.

CHAPTER 4—Proceedings in Criminal Cases

4.010 TIME FOR FILING PRETRIAL MOTIONS IN CRIMINAL CASES

Motions for pretrial rulings on matters subject to ORS 135.037 and ORS 135.805 to 135.873 must be filed in writing not less than 21 days before trial or within 7 days after the arraignment, whichever is later, unless a different time is permitted by the court for good cause shown.

4.030 PROCEDURE FOR ORDER OF TRANSPORTATION

(1) Any motion that a person held in custody be transported from the place of confinement to a designated place must be accompanied by a separate proposed court order directing the police department to transport the person to and from the designated place at the appointed time.

(2) All proposed orders of transportation must contain the dates and times on which the person in custody is to appear at the designated place and is to be returned to the place of confinement, the exact location of the designated place and, if the person in custody is to appear as a witness in a court proceeding, the caption and number of the case. A person in custody appearing as a witness must be returned to the place of confinement only after execution of an order of release signed by the judge presiding over the court proceeding.

4.050 ORAL ARGUMENT ON MOTIONS IN CRIMINAL CASES

(1) There must be oral argument if requested by the moving party in the caption of the motion or by a responding party in the caption of a response, except that the court is not required to grant oral argument on a motion to postpone trial. The first paragraph of the motion or response must include an estimate of the time required for argument and a statement whether official court reporting services are requested.

(2) Counsel for either the city or the defense may request that a motion not requiring testimony be heard by telecommunication. The following apply to a request for oral argument by telecommunication:

(a) A request must be in the caption of the motion or response. If oral argument by telecommunication is requested, the first paragraph of the motion or response must include the names and telephone numbers of all parties served with the request, the position of opposing counsel, and whether the defendant has waived in writing the right to appear at the hearing.

(b) A request by counsel for defense must be granted if counsel for defense represents that the defendant agrees to the procedure and provides a signed waiver of personal appearance.

(c) A request by the state must be granted if both parties agree and counsel for the defense provides a written waiver from the defendant.

(d) The party requesting telecommunication must initiate the conference call at its expense unless the court directs otherwise.

(3) "Telecommunication" must be by telephone or other electronic device that permits all participants to hear and speak with each other.

4.060 MOTION TO SUPPRESS EVIDENCE

(1) All motions to suppress evidence:

(a) must make specific reference to any constitutional provision, statute, rule, case, or other authority upon which it is based; and

(b) must be accompanied by the moving party's brief which must reasonably apprise the court and the adverse party of the arguments and authorities relied upon.

(2) Any response to a motion to suppress:

(a) together with opposing affidavits, if any, upon which it is based must be in writing and must be served and filed not more than 7 days after the motion to suppress has been filed;

(b) must state the grounds thereof and, if the relief or order requested is not opposed, wholly or in part, a specific statement of the extent to which it is not opposed; and

(c) must make specific reference to any affidavits relied on and must be accompanied by an opposition brief adequate reasonably to apprise the court and moving party of the arguments and authorities relied upon.

(3) When averments in an affidavit are made upon information and belief, the affidavit must indicate the basis thereof.

(4) Failure to file a written response shall not preclude a hearing on the merits.

4.070 DISMISSAL OF CHARGES FOLLOWING SUCCESSFUL COMPLETION OF DIVERSION

For any charge dismissed based upon successful completion of diversion for driving under the influence of intoxicants, marijuana diversion, or other diversion program, the dismissing instrument must state the basis for the dismissal.

4.080 APPEARANCE AT CRIMINAL PROCEEDINGS BY MEANS OF SIMULTANEOUS ELECTRONIC TRANSMISSION

The court may conduct an appearance in a criminal proceeding by the following types of simultaneous electronic transmission, as defined in ORS 131.045, if the transmission complies with the requirements of ORS 131.045, 135.030, 135.360, 135.767, 137.040, and 137.545:

- (a) telephone;
- (b) television;
- (c) video conference; and
- (d) internet.

CHAPTER 5 – Reserved for expansion

CHAPTER 6 - Trials

6.020 COURT NOTIFICATION ON SETTLEMENT OR CHANGE OF PLEA

(1) In criminal cases, the parties must notify the court immediately of any decision that a case will be dismissed or a change of plea entered, but at any rate, no later than 24 business hours prior to the time set for the beginning of the trial.

(2) If parties fail to notify the court of a settlement at least 24 business hours before the time set for the trial to begin, the court may assess the defendant or the prosecution or both, the per diem fees and mileage costs of any potential juror that appears at the time of the trial.

6.030 POSTPONEMENT OF TRIAL

(1) A request to postpone a trial must be by motion submitted in writing, and must be filed at least 28 days before the date then set for trial.

(2) A motion to postpone a trial must be signed by the attorney of record and contain a certificate stating that counsel has advised the client of the request and must set forth:

- (a) the date scheduled for trial,
- (b) the reason for the requested postponement,
- (c) the dates previously set for trial,
- (d) the date of each previous postponement, and
- (e) whether any parties to the proceeding object to the requested postponement.

(3) If the motion to postpone is based upon a conflicting proceeding in another court, it must set forth, in addition to the information required by subsection (2) of this section:

- (a) the name of the court in which the conflict exists,
- (b) the date of the conflict,
- (c) the date on which the other proceeding is to begin,
- (d) the case number and the date of filing of the conflicting case, and
- (e) the date on which the conflicting case was set for trial.

(4) If a motion to postpone a trial is based upon stipulation of the parties:

- (a) the motion must be signed by the attorneys of record,
- (b) the motion must contain a certificate stating that the attorneys have advised their clients of the stipulation and the clients agree to the postponement, and
- (c) the motion must set forth the date scheduled for trial, the new trial date requested, and that the new date is available on the court's trial docket.

(5) The motion may be decided by a summary determination without a hearing.

6.050 SUBMISSION OF TRIAL MEMORANDA

Trial memoranda, if any, must be filed with the Court Clerk, and copies must be delivered concurrently to the court and to opposing parties no later than 24 hours prior to the beginning of the trial.

6.060 PROPOSED JURY INSTRUCTIONS AND VERDICT FORMS

(1) All requested jury instructions and verdict forms must be in writing and delivered concurrently to the Court and to opposing parties.

- (2) The original and one copy of the requested jury instructions and verdict forms must be submitted to the court.
- (3) Requested instructions may include any uniform instruction by reference only to its instruction number and title. If the uniform instruction contains blanks or alternative choices, the appropriate material to complete the instruction must be supplied in the request.
- (4) Requested jury instructions, including references to uniform instructions, must be prepared as follows:
 - (a) Requested uniform instructions must be identified in accordance with SHMC rule 6.060(3).
 - (b) Except for requested uniform instructions, not more than one proposed instruction must appear on each sheet of paper.
 - (c) If any requested jury instruction requires more than one page to be set out, each of the pages must be numbered at the lower left-hand corner; the number must contain the consecutively assigned requested jury instruction number provided pursuant to subparagraph (b) of this paragraph, followed by a hyphen, followed by the consecutive number for each page.
 - (d) The designation of the party requesting the instruction must be typed on each page.
 - (e) Below each requested instruction must be a statement citing the statute, decision or other legal authority which supports the requested instruction.
- (5) The court must inform the parties before argument of the instructions that it proposes to give.

6.081 EXHIBITS

In order for the Court Clerk 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 their value to the Court Clerk.

6.080 MARKING EXHIBITS

- (1) Before the commencement of the trial, parties must mark all exhibits in the following manner:
 - (a) Plaintiff's exhibits must be marked consecutively from 1 through 99.
 - (b) Defendant's exhibits must be marked consecutively from 101 through 199.
 - (c) On request, the court must assign additional blocks of numbers.
 - (d) In cases involving multiple parties or large numbers of exhibits, the parties shall agree on the assignment of the numbers. If the parties cannot reach agreement, or if for any reason the numbering system cannot accommodate the parties, then the court may direct the parties to use any other numbering system not inconsistent with the intent of this section.
- (2) Upon request, the Court Clerk shall provide a party with appropriate stamps, labels or tags for exhibit marking.
- (3) The parties must submit to the court at the time of trial a list of premarked exhibits.
- (4) Exhibits not available at the commencement of trial, exhibits not reasonably anticipated to be used and exhibits intended for impeachment purposes need not be premarked.

6.100 EXAMINATION OF WITNESSES

Except for good cause shown, no more than one attorney for each party shall examine a witness or present argument on an issue.

6.120 DISPOSITION OF EXHIBITS

- (1) Unless otherwise ordered, all exhibits shall be retained by the trial court until the appeal period has elapsed and there is a final disposition of the case.
- (2) After final disposition of the case, a notice shall be sent to the parties of record that, unless they withdraw their respective exhibits within 30 days, the exhibits will be disposed of by the court.
- (3) Exhibits in the court's custody shall not be removed from the Court Clerk's control except by stipulation or by order of the court.

6.140 PROCEDURES FOR USE OF HAZARDOUS SUBSTANCE

- (1) If a party intends to offer into evidence any hazardous substance at an evidentiary hearing or trial, the party must file a motion no later than 28 days prior to the hearing or trial seeking an order from the court regulating the handling, use and disposition of the hazardous substance.
- (2) "Hazardous substance" in this rule is defined as any substance listed or hereafter added to the Department of Transportation Hazardous Substances List and the Oregon State Police List of Chemicals and Precursors for Methamphetamine Production and any other hazardous substance designated by Municipal Court Order.
- (3) The court, in its discretion, may issue an order concerning any of the following matters:
 - (a) a jury view and/or photograph in lieu of transportation of the hazardous substance to the courthouse;
 - (b) appointment of a custodian;
 - (c) appointment of a disposition expert;
 - (d) appointment of a medical expert;
 - (e) the amount to be transported or viewed;
 - (f) the container in which the hazardous substance is to be stored;
 - (g) the location and duration of handling and storage of the hazardous substance;
 - (h) the disposition of the hazardous substance; and
 - (i) other matters intended by the court to safeguard the public and the evidentiary record.
- (4) Failure to file a timely motion under subsection (1) of this rule may be grounds for excluding any hazardous substance from the courthouse.

6.150 WEAPONS AND DANGEROUS INSTRUMENTS IN THE COURTROOM

If a party intends to offer into evidence any weapons or other hazardous materials at an evidentiary hearing or trial, before bringing the items into the courtroom, the party must:

- (1) For weapons:
 - (a) All firearms, BB guns, and pellet guns intended to be offered in evidence must be unloaded and either rendered inoperable or have a trigger guard installed.
 - (b) Guns and ammunition must be kept separate at all times.
 - (c) Knives, scissors, and any other sharp objects that could penetrate the skin must be sealed in puncture-proof containers, provided with secure and protective sheaths, or otherwise rendered harmless.
- (2) For other hazardous materials:
 - (a) Hypodermic needles must be provided with covers over needle points and sealed in a transparent puncture-proof bag.

(b) An unbreakable, transparent tube that locks on one end must be provided for safe handling and viewing of chemicals, pharmaceuticals, and biological substances.

6.160 CONTROLLED SUBSTANCES IN THE COURTROOM

Unless otherwise ordered by the court, only a representative sample of controlled substances shall be brought into the courtroom to be presented as evidence. Such sample must have been placed in a sealed, see-through container prior to coming into the custody of the court and must not be opened except by order of the court. The remainder may be presented by photograph, videotape, or may be available for viewing by the jury in some secure setting.

6.170 JUROR HANDLING OF CONTROLLED, HAZARDOUS, OR INFECTIOUS SUBSTANCES AND CHEMICALS

Jurors shall not be allowed to handle controlled, hazardous or infectious substances or chemicals in the jury room.

6.180 WEAPONS AND HAZARDOUS SUBSTANCES IN THE COURT FACILITIES

Unless otherwise ordered by the court, no person except a law enforcement officer shall possess in a court facility a firearm, knife, device, or hazardous substance capable of inflicting death or physical injury.

6.190 EVIDENCE SUBMITTED IN AN ELECTRONIC FORMAT

- (1) Any exhibit or testimony to be presented to the court in an electronic format shall be compatible with the court's electronic equipment.
- (2) Prior to trial or hearing, a party intending to offer electronic evidence must make sure it is in a format compatible with the court's equipment. A party is responsible for the cost, if any, incurred by the court as a result of the party's use of the court's electronic equipment or in repairing the court's electronic equipment as a result of a party's use of it.
- (3) Parties may use their own equipment to present electronic evidence. However, parties using their own equipment may need to make their equipment available to the court, opposing parties, and the jury.
- (4) It is a party's responsibility to provide any technical support needed in presenting the party's evidence and in making its evidence compatible with the court's electronic equipment or in using the party's own equipment.

CHAPTER 7—Case Management and Calendaring

7.010 PLEAS, NEGOTIATIONS, DISCOVERY AND TRIAL DATES IN CRIMINAL CASES

- (1) At the time of arraignment, the court may either accept a not guilty plea and set a trial date or set a date for entry of a plea in accordance with subsection (2) of this section.
- (2) Plea agreements, negotiations, discovery, and investigations must be concluded by a date as set by the court which is:
 - (a) for defendants in custody, not less than 21 days after arraignment but, in any event, not later than 21 days prior to the trial date; and
 - (b) for defendants who are not in custody, not less than 35 days after arraignment, but not later than the 35th day prior to the trial date.
- (3) Not later than the date set pursuant to subsection (2), trial counsel must report the following:
 - (a) whether a jury trial is requested;

- (b) the probable length of trial;
 - (c) the need for a pretrial hearing; and
 - (d) any other matter affecting the case.
- (4) Relief from the dates set pursuant to subsection (2) of this rule shall only be granted for good cause shown.

7.040 NOTIFY COURT OF SETTLEMENTS AND OTHER MATTERS

The parties shall report immediately to the court any resolution of any matter scheduled on the court's docket.

7.060 AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION

(1) If special accommodation under the ADA is needed for an individual in a court proceeding, the party needing accommodation for the individual must notify the court in the manner required by the court as soon as possible, but no later than 24 business hours in advance of the proceeding. For good cause shown, the court may waive the 24-hour advance notice.

(2) Notification to the court must provide:

- (a) the name of the person needing accommodation;
- (b) the case number;
- (c) charges (if applicable);
- (d) the nature of the proceeding;
- (e) the person's status in the proceeding;
- (f) the time, date, and estimated length of the proceeding;
- (g) the type of disability needing accommodation; and
- (h) the type of accommodation, interpreter, or auxiliary aid needed or preferred.

7.070 FOREIGN LANGUAGE INTERPRETERS

(1) If a foreign language interpreter is needed for a court proceeding, the party in need of an interpreter must notify the court in the manner required by the court as soon as possible, but no later than 24 business hours in advance of the proceeding. For good cause shown, the court may waive the four-day advance notice.

(2) Notification to the court must include:

- (a) the name of the person needing an interpreter;
- (b) the case number;
- (c) charges (if applicable);
- (d) the nature of the proceeding;
- (e) the person's status in the proceeding;
- (f) the time, date, and estimated length of the proceeding; and
- (g) the language to be interpreted.

7.080 INTERPRETERS' REQUESTS FOR INFORMATION

If requested by a neutral court interpreter, the parties shall provide a list of specialized terminology expected to be used in the proceeding in which the interpreter will be providing services. The list shall be provided prior to the commencement of the proceeding. The list shall be kept confidential by the interpreter and is not discoverable.

7.012 SCHEDULING AND NOTIFICATION

Hearings, trials, and show cause hearings and motions will be set by the Court Clerk who will notify the parties of the date and time of the hearing or trial.

7.014 CONTINUANCES

No continuance will be granted except for good cause. All motions shall be made in writing, clearly stating: the reason for the motion; acknowledgment that the client has been advised of the motion for continuance; and, whether the attorney/party for the opposing side agrees or objects to the continuance.

(1) See 6.030 for rule on trial continuances.

(2) All other continuance motions should be submitted as soon as the party is aware of the need for a continuance, but, in any event, not later than 24 business hours prior to the hearing on the proceeding for which the continuance is sought.

CHAPTER 19—Contempt Proceedings

19.010 SCOPE, CONSTRUCTION, APPLICATION

The rules in this chapter govern contempt proceedings under ORS 33.015 to 33.155 and are intended to promote efficient and fair resolution of contempt proceedings.

19.020 INITIATING INSTRUMENT REQUIREMENTS

(1) In addition to any other requirements for initiating instruments, the initiating instrument in a contempt proceeding under ORS 33.055 (remedial) or ORS 33.065 (punitive), must state:

- (a) the maximum sanction(s) that the party seeks;
- (b) whether the party seeks a sanction of confinement; and
- (c) as to each sanction sought, whether plaintiff considers the sanction remedial or punitive.

(2) Maximum Penalty Imposed

The court shall not impose a sanction greater than the sanction sought. A punitive sanction is presumed greater than a remedial sanction. A punitive sanction of confinement is presumed greater than other punitive sanctions. A remedial sanction of confinement is presumed greater than other remedial sanctions.

19.030 ALLOWING REMEDIAL SANCTIONS

Rules that apply to allowing remedial sanctions in a proceeding for only remedial sanctions under ORS 33.055 also apply to allowing remedial sanctions in a proceeding for punitive sanctions under ORS 33.065.

19.040 APPLICABILITY OF ORCP AND OTHER SHMC RULE

(1) To the extent rules in this chapter are inconsistent with other applicable rules, the rules in this chapter govern contempt proceedings under ORS 33.015 to 33.155. Except as otherwise provided in this chapter:

- (a) Oregon Rules of Civil Procedure (ORCP) and Oregon Rules of Appellate Procedure (ORAP) apply respectively to original and appellate contempt proceedings for remedial sanctions under ORS 33.055;
- (b) SHMC rules and ORAPs that govern criminal proceedings apply respectively to original and appellate contempt proceedings for punitive sanctions under ORS 33.065.

(2) On its own motion or that of a party in a contempt proceeding for remedial sanctions, a court may determine that a specific rule of procedure would not foster the fair and efficient resolution of the contempt proceeding.

- (a) When a court makes that determination, it may modify the specific rule or adopt a different rule for all or part of the proceeding, so long as the modified or new rule fosters the fair and efficient resolution of the proceeding. Under this

rule, the court may increase or decrease time limits or may limit or exclude responsive pleadings, or both, and may also modify other rule provisions.

(b) The court must give all parties to the proceeding notice that describes the modified or new rule. The notice must be in writing or on the record or both.

19.050 EXCEPTIONS TO AND LIMITATIONS ON APPLICABLE ORCP IN REMEDIAL PROCEEDINGS

Notwithstanding SHMC rule 19.040, in contempt proceedings for remedial sanctions:

(1) Unless the court determines that other claims should be joined for fair resolution of the contempt matter, only the following claims may be joined with a contempt claim:

(a) claims that arise out of the order or judgment that the contemnor allegedly violated;

(b) claims that involve facts and issues that would necessarily be determined in the contempt proceeding; and

(c) other claims for contempt arising out of a related matter.

(2) ORCP references to "complaint" include the initiating instrument in a contempt proceeding.

(3) ORCP applicable to juries and jury trials apply only when a statute or constitution provides a specific right to jury trial in a contempt proceeding and a party claims that right.

(4) A party may amend a pleading only on motion and with the court's approval.

(5) The following ORCP do not apply: 3, 5, 21 C, 21 D, 21 E, 23 A, 24 A, 24 B, 25 A, 32, 54 A(1), 54 E, 66, 73, 81 A, 81 C, 82 A(3), 84, and 85.

IN THE MUNICIPAL COURT OF THE CITY OF ST. HELENS

COLUMBIA COUNTY, OREGON

CITY OF ST. HELENS,)
)
)
)
 Plaintiff,)
 vs.)
)
)
 _____,)
)
 Defendant.)

SHMC RULE 2.100 REQUEST TO SEGREGATE
 PROTECTED PERSONAL INFORMATION FROM
 CONCURRENTLY FILED DOCUMENT

CASE NO. _____

IMPORTANT NOTE TO PERSON COMPLETING THIS REQUEST: Except as specifically ordered by the court, this request and form 2.100.4b cannot be used for contact information (addresses, telephone numbers, employer identification, and similar information that can be used to contact someone, see SHMC rule 2.100). The type of information that can be protected by this form is limited to what is listed in SHMC rule 2.100.

To the court: Pursuant to SHMC rule 2.100, I request that the protected personal information in the form attached to this request be segregated from information that the general public can see in the case noted above.

<p>The protected personal information I request to be segregated is as follows: The following is a general description of the protected personal information (<i>example description: "my Social Security number" or "parent's bank account number"</i>). Do not include specific protected personal information here.</p>	<p>The following is the legal authority by which I believe this information may be exempt from public inspection (<i>cite to statute, rule, case, etc.</i>). Row numbers correspond to those in column A. Add rows in both columns as necessary</p>
1.	1.
2.	2.
3.	3.
4.	4.

THE PERSON MAKING REQUEST MUST COMPLETE ALL THE FOLLOWING AS INDICATED:

1. _____ (*Initial to confirm*) The specific protected personal information described above is provided on the attached SHMC rule 2.100 segregated information sheet.
2. _____ (*Initial to confirm*) I have segregated the information described above from another

document or form that I am submitting at the same time, (*describe document or form*), to keep the protected information from being available to the general public. I appropriately noted in that other document the places where information has been provided in the attached information sheet rather than in that document. (*No fee is charged when information is segregated at time of submission.*)

3. I (*initial one*) _____ have OR _____ have not attached a self-addressed, stamped postcard with language required by SHMC rule 2.100 so that the court can inform me of its response to this request.

4. _____ (*Initial to confirm*) I understand that while the protected personal information may be withheld from the general public if this request is granted, it may still be available to some persons and government agencies as described in SHMC rule 2.100.

5. _____ (*Initial to confirm, "n/a" if not applicable*) If this document was prepared by someone who is not an attorney, I have attached a completed document preparation certification that applies to both this request and the attached form as required by SHMC rule 2.010(7).

6. _____ (*Initial to confirm*) I have mailed or delivered copies of this request (*not including the attached Form 2.100.4b and its attachments*) to the persons required by SHMC rule 2.080. 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 _____ OSB# (*if applicable*) _____
Type or print name

For office use:
Request granted _____ OR denied _____ (*state reason:* _____)

Date: _____

_____, Court Clerk

IN THE MUNICIPAL COURT OF THE CITY OF ST. HELENS
COLUMBIA COUNTY, OREGON

CITY OF ST. HELENS,)	
)	SHMC RULE 2.100 SEGREGATED INFORMATION SHEET
)	
Plaintiff,)	
vs.)	CASE NO. _____
)	
_____)	
)	
Defendant.)	

ATTENTION COURT STAFF: Except as your Court Clerk tells you otherwise, this sheet and its attachments are:

- to be maintained separately from the attached request, and
- NOT placed in any court file where they can be seen by the public, and
- NOT provided to any member of the public to see or copy.

PLEASE follow your Court Clerk's instructions for protecting information on this form. Ask your Court Clerk if you have questions.

The requestor **MUST** complete all of the following information:

1. Requestor information:

Name: _____
 Address: _____
 Telephone number: _____
 Other contact information: _____
 Relationship to case: _____

2. Protected personal information that is segregated:

Row number used to identify on request	General description of the Protected personal information (same as on request)	Relates to (Person's name)	The following is the specific Protected Personal Information to be segregated (give the specific fact, e.g. Social Security number, that is being protected). This can be a reference to an attachment. Do not use for contact information (addresses, telephone numbers, employer identification, and similar information that can be used to contact someone) unless specifically ordered by a court. The type of information that can be protected by this form is limited to what is listed in SHMC rule 2.100. Add rows as necessary.

1.			
2.			
3.			
4.			

3. There are attachments to this information sheet: Yes _____ No _____

If so, how many pages? _____

For Office use: