



Oregon Judicial Department

File & Serve: eService Quick Reference Guide

V 4.0 HTML5

IMPORTANT: The electronic filing system **does not** automatically serve opposing parties when you eFile a document with the court. You must take specific steps, detailed in this guide, to ensure you are properly serving opposing parties.

DISCLAIMER: The Oregon Judicial Department does not monitor eService through Odyssey File & Serve. You as the eFiler are responsible for both verifying the authenticity of a service contact and ensuring completion of service.

When using the eService feature, File & Serve pre-selects all service recipients on a case to receive eService. It is your responsibility to verify that the service contacts on a case are the parties you intend to eServe, and to deselect any service contact that you do not wish to receive eService.

If you do not recognize the name and email address of a potential service recipient listed on a case DO NOT use eService for that recipient without verifying their identity. Each service contact within the system has physical contact information that you can access through File & Serve.

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eService Rules

The Uniform Trial Court Rules (UTCR), Chapter 21, governs eService through Odyssey File & Serve. It can be accessed at:

<https://www.courts.oregon.gov/programs/utcr/Pages/currentrules.aspx>

- By electronically filing a document on a case through File & Serve you are consenting to receive eService on that case only.
- You must, at the time of filing your first document in a case, add yourself as a service contact on the case. See UTCR 21.100(2).
- You must select EFileandServe to both electronically file a document and serve it on opposing parties.
- Parties can only be served electronically if they are listed as a Service Contact on the case.



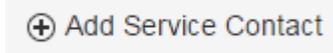
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- You should not add another party as a Service Contact in a case.

Adding Yourself as a Service Contact in Your Firm

- From the *Filer Dashboard*, click  and select **Firm Service Contacts**.
- Click ; add your contact information; click **Save Changes**.

TIP: Any email address added to the *Administrative Copy* field will receive a copy of all service emails whenever the service contact receives a service email. You can list multiple email addresses separated by commas.

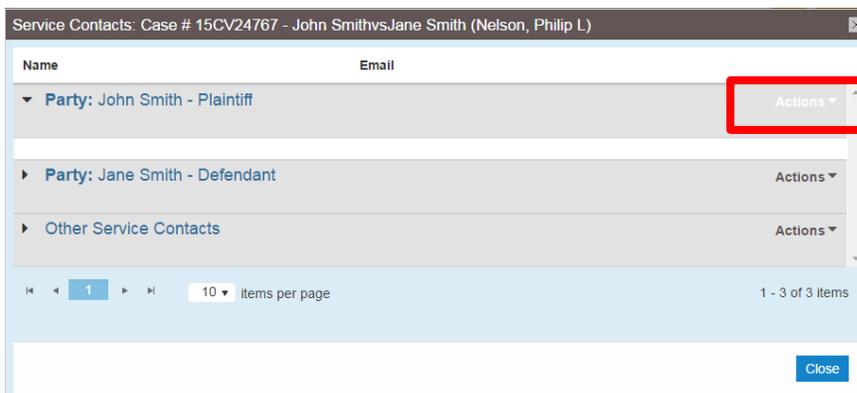
Consenting to eService (UTCR 21.100(2)(a))

By electronically filing a document in a case you consent to receive eService on that case. You must follow these steps to comply with UTCR 21.100(2)(a). You cannot be electronically served if you do not follow these steps:

- From *Filing History*, locate the case to add a service contact and click **Actions**.



- From the drop-down list select, **View Service Contacts**.
- Find the party you are associated with and then click **Actions**.



- Select **Add From Firm Service Contacts**.
- Check the box next to the correct service contact .
- Click **Close**.

NOTE: Updating the information in the Master List will update the service contact information on the cases tied to that contact.



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How to Electronically Serve (UTCR 21.100(3))

The electronic filing system does not automatically serve other parties on the case. To serve other parties on the case follow these steps:

1. From *Filing Type* drop-down box select **EFileAndServe**.

The screenshot shows the 'Filings' form interface. The 'Filing Type' dropdown menu is highlighted with a red box and contains the selection 'EFileAndServe'. Other fields include 'Filing Code' (Answer - AN), 'Reference Number', 'Filing Comments', 'Courtesy Copies', and 'Related Parties'.

2. After completing the filing details, click **Save Changes**.
3. The *Service Contacts* section will appear below the *Filings* section. From the *Service Contacts* section unselect any party you do not want to eServe (the system preselects all parties with service contacts).

The screenshot shows the 'Service Contacts' section. It includes a text box stating 'Service contacts will receive service on the filings in this envelope.' Below this is a table with columns for 'Serve', 'Name', and 'Email'. The table lists two parties: 'Party: Progressive Classic Insurance Company - Plaintiff' and 'Party: Robert Edward Villeneuve - Defendant'. Each party has a checked checkbox in the 'Serve' column and an 'Actions' dropdown menu. There is also an 'Other Service Contacts' section at the bottom.

Serve	Name	Email	Actions
<input checked="" type="checkbox"/>	Daniel Parr	daniel.parr@ojd.state.or.us	Actions
<input checked="" type="checkbox"/>	Shane Curry	shane.p.curry@ojd.state.or.us	Actions
<input type="checkbox"/>	Other Service Contacts		Actions

NOTE: If no email address appears below a party's name that party cannot be eServed.

4. Complete other data entry as needed and submit your filing.



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Certificate of Service (UTCR 2.020)

If an opposing party was served electronically pursuant to UTCR 21.100, the certificate of service must include a statement that service was accomplished at the party's email address as recorded on the date of service in File & Serve. See UTCR 2.020(1).

Accessing the eService Email and Hyperlink

When a document is filed, marked for service, and then accepted at the court, File & Serve will electronically serve the indicated parties via email notifications. The body of the email will include a link to download the filed document. If the link does not prompt the webpage, try copying and pasting the link into the address bar of your web browser.



Notification of Service

Envelope Number: 4554

This is a notification of service for the filing listed. Please click the link below to retrieve the submitted document.

Filing Details	
Case Number	15CV00001
Case Style	EDMUND WALSHvsROBERT READ, EAN HOLDINGS, LLC
Date/Time Submitted	6/25/2015 9:50:09 AM
Filing Type	Answer - AN
Filed By	Daniel Parr
Service Contacts	EDMUND WALSH: Daniel Parr (daniel.parr@ojd.state.or.us)

Document Details	
File Stamped Copy	https://oregon-stage.tylerhost.net/ViewServiceDocuments.aspx?ADMIN=0&SID=c0f48efc-2fa0-4721-b8ad-dc848840bee1&RID=dec75a18-a40a-45b1-8666-bbe38dcb2cd4 This link is active for 7 days.

Please do not reply to this email. It was generated automatically by Oregon.Tylerhost.net



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Viewing eService Status

To view the eService status of a particular filing, from *Filing History*, locate the filing and under Actions select **View Filing Details**. At the bottom of the page click **View Receipt**. You can view the status under *eService Details*.

Filings

Filing Type EFileAndServe	Filing Code Answer - AN
Reference Number	Filing Comments
Courtesy Copies	
Filing Status Accepted	Accepted Date 6/25/2015 9:54 AM PDT

Lead Document

File Name	Security	Download
OrderCounsel.pdf		

eService Details				
Status	Name	Firm	Served	Date Opened
Sent	Daniel Parr	Oregon Judicial Firm	Yes	6/25/2015 10:05 AM PDT