




Oregon Judicial Department Multnomah File and Serve Quick Reference Guide

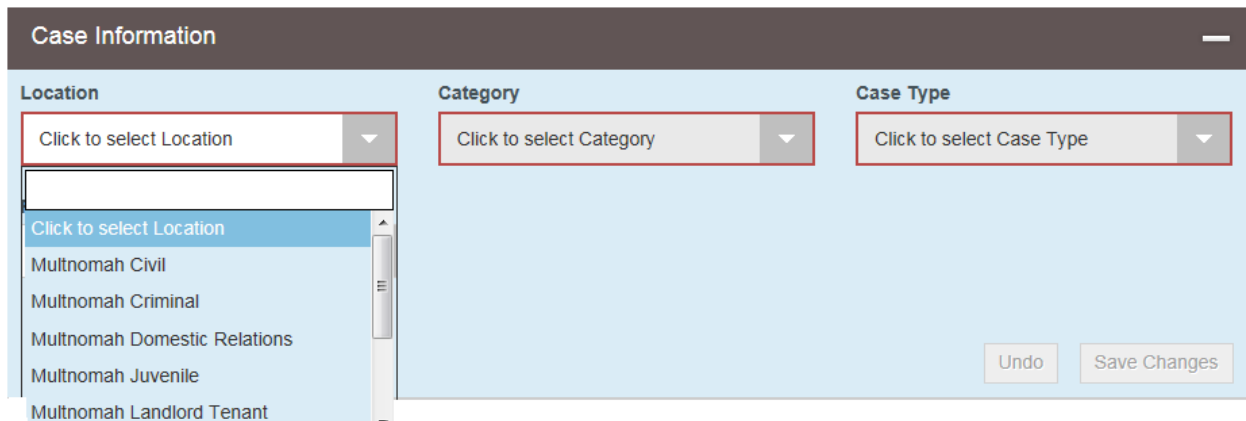
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Multnomah Case Initiation

Electronically filing initiating documents in Multnomah County is slightly different from electronically filing initiating documents with other circuit courts in Oregon. In all instances, when initiating a case through File and Serve you must select a location from the case information screen, for example Yamhill or Linn. Multnomah County has nine locations to chose from. What Multnomah location you chose will depend on the kind of case you are initiating. This guide will walk you through selecting the correct Multnomah location for starting your case through File and Serve.

NOTE: When filing into a case that already exists the system automatically selects the correct Multnomah location.

- 1) After logging into File and Serve, from the Filer Dashboard, Click .
- 2) From the Case Information screen click



The screenshot shows the 'Case Information' form with three dropdown menus: 'Location', 'Category', and 'Case Type'. The 'Location' dropdown is open, displaying a list of options: 'Click to select Location', 'Multnomah Civil', 'Multnomah Criminal', 'Multnomah Domestic Relations', 'Multnomah Juvenile', and 'Multnomah Landlord Tenant'. There are 'Undo' and 'Save Changes' buttons at the bottom right of the form.

- 3) In the drop down select the proper location for your filing. See table below for a complete description of the Case types available at each location.

Case Type by Location		
Location	Category	Case Type
Multnomah Civil	Civil	<ul style="list-style-type: none"> • Constitutional Writs – General • Constitutional Writs – Habeas Corpus • Constitutional Writs – Mandamus • Contract • Document Recording – Civil • Injunctive Relief • Post-Conviction Relief • Procedural Matters – Material Witness Hold • Procedural Matters – Relief from Sex Offender Registration



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		<ul style="list-style-type: none"> • Procedural Matters – Set Aside Arrest Record • Property – Foreclosure • Property – General • Property – Water Rights • Review – Arbitration • Review – Attorney Fee • Review – Breath Test Refusal Appeal • Review – Government Actions • Review – Gun Permit Appeal • Review – Writ of Review • Tort – General • Tort – Malpractice Legal • Tort – Malpractice Medical • Tort – Products Liability • Tort – Wrongful Death
Multnomah Criminal	<i>None</i>	
Multnomah Domestic Relations	Civil	<ul style="list-style-type: none"> • Identity Record
	Family	<ul style="list-style-type: none"> • Adoption • Annulment • Dissolution • Document Recording • Filiation • Petition Custody/Support/Visitation • Protective Order – Elder Abuse • Protective Order – FAPA • Protective Order – Foreign Restraining Order • Protective Order – Stalking • Separation
Multnomah Juvenile	Family	<ul style="list-style-type: none"> • Juvenile Emancipation • Juvenile Permanent Guardianship • Juvenile Termination of Parental Rights
	Juvenile Dependency	<ul style="list-style-type: none"> • Juvenile Dependency • Juvenile Dependency – Judicial Determination
Multnomah Landlord Tenant	Civil	<ul style="list-style-type: none"> • Landlord/Tenant – General • Landlord/Tenant – Residential
Multnomah Mental Health	Probate or Mental Health	<ul style="list-style-type: none"> • Civil Commitment
Multnomah Parking	<i>None</i>	
Multnomah Probate	Probate or Mental Health	<ul style="list-style-type: none"> • Adult Protective Proceedings • Document Recording • Estate – General • Minor Protective proceedings • Small Estate • Trust
Multnomah Small Claims	Civil	<ul style="list-style-type: none"> • Small Claims - General



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- **Identity Record**- although this case type is a civil case type, it is found at the Multnomah Domestic Relations location and the case category is Civil.
 - Case Category Options without available Case Types
 - *Contempt of Court* – all locations have this case category option. If it is selected there will be no available case types to choose because contempt cases cannot be initiated through File and Serve.
 - *Criminal* – all locations have this case category option. If it is selected there are no available case types to choose because criminal cases cannot be initiated through File and Serve.
- 4) Each Location, when selected, will provide for a set of Category options. If you cannot determine what category to choose to find the proper case type, consult the above table.
- 5) The remainder of the filing process follows standard File and Serve procedures.

Note: Subsequent filings do not require the filer to choose a location as the existing case is already at the location it belongs and cannot be changed.