



Oregon Judicial Department

Proposed Order Quick Reference Guide; Version 3 HTML5

Filing a Proposed Order or Judgment




All courts now accept proposed orders and judgments through File & Serve. Motions, proposed orders and judgments, and any supporting documentation should be filed in the same envelope. The proposed order or judgment must be a separate PDF document from the motion or other documents.

Document Formatting

Proposed Orders and Judgments filed through File & Serve must comply with UTCR requirements. This includes UTCR 21.040(3) which requires a uniform signature and date line.


To eFile a proposed order or judgment follow the steps below.

To eFile a Proposed Order with initiating documents:


- 1) From the Filer Dashboard click 
- 2) Enter the Case Information and click 
- 3) Enter the Party Information and click 

(Skip to step 6)


To eFile a Proposed Order on an existing case:

- 4) Locate the case in File & Serve and click .
- 5) Select File Into Case.
- 6) In the Select Filing Code drop down select either “Order – Proposed – PPOR” or “Judgment – Proposed – PPJG” to file a Proposed Order or a Proposed Judgment, respectively.

Filing Code

Order - Proposed - PPOR 

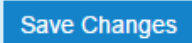
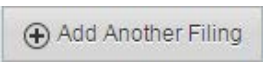
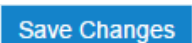
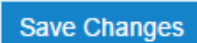

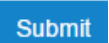
Filing Code

Judgment - Proposed - PPJG 



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- 7) Upload the proposed document as a PDF by clicking anywhere in the *Select a file to upload* field and selecting the file in your Windows browser, or drag and drop the file into the *Select a file to upload* field.
- 8) If you need to communicate with the court reviewer, use the *Filing Comments* field (this information will not be public and does not transfer over to the case management system). This is not a required field and it is only to assist in the filing process.
- 9) Click .
- 10) Click  to add other documents to this envelope.
- 11) Add any required fees in the Optional Services section and click .
- 12) Select a payment account under Fees and click .
- 13) Click .
- 14) After confirming the details on the Summary screen click .
- 15) If you have elected to receive “Filing Submitted” notifications you will receive an email confirming your submission.
- 16) Court staff will then review the proposed document and will accept or reject it based on the same criteria for any other filing.
- 17) If the Court accepts the document and you elected to receive ‘Filing Accepted’ notifications you will receive a notification that the document has been accepted.

NOTE: The “Filing Accepted” email for a proposed document only confirms the court has received and accepted the Proposed Order/Judgment as a Proposed Order/Judgment. It does not indicate that the court has made a ruling on the proposal.

What Comes Next?

- File & Serve, upon acceptance, will route the proposed document to the Judge through the Oregon eCourt Case Information (OEI) system.
- The judge will review the document and either sign it, making it an order, or deny it.
- If the proposed order/judgment is signed, court staff will docket the order/judgment with the proper event code (i.e. Order – Show Cause) and it will be made public.
- If the document is signed and docketed, attorneys that have subscribed to OJCIN Online are able to view the document using the Oregon eCourt Case Information system.



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- If the order being signed requires a hearing, the notice of that hearing will be sent electronically to the email address you have registered with the Oregon State Bar.