

Multnomah County Circuit Court

File & Serve Quick Guide: eFiling Exhibits

This File & Serve quick guide will assist parties in eFiling trial exhibits with Multnomah County Circuit Court. If you have questions concerning these instructions, please contact the court operations department associated with your case type.

[Amended Chief Justice Order \(CJO\) No. 20-006](#) signed by Chief Justice Martha Walters on March 27, 2020 allows filers to submit trial exhibits that can be converted to a PDF through File & Serve, if the proceeding is to be conducted by remote means. See section 7 of the CJO regarding the following rules:

- Exhibits must be filed in a single unified PDF unless the envelope size exceeds 25MB or other directions are given by the court clerk.*
- Exhibits must be filed as **CONFIDENTIAL**
 - **The CJO and supporting UTCRs 21.070(6)(a) and (b) exempt the Juvenile case type from this requirement.**
- Exhibits must be filed with the code **EB – Exhibit**.
- Exhibits must include both a linked index or table of contents **AND** a bookmark for each exhibit.

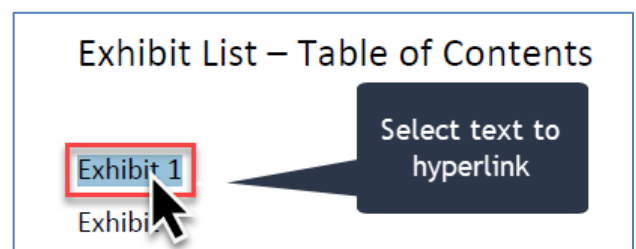
The clerk will reject filings that do not meet the requirements above.

* **Note:** If a PDF exceeds 25MB, it must be split into multiple PDFs. File and Serve electronic envelopes have a limit of 35MB. If multiple PDFs exceed 35 MB, they must be filed in multiple electronic envelopes. A filer submitting separate envelopes must include in the “Filing Comments” field for each submission a description that clearly identifies the part of the document that the file represents, for example, “Trial Exhibits, part 1 of 2.” Exhibits split into multiple PDFs MUST have their own linked table of contents and bookmarks at the beginning of each PDF.

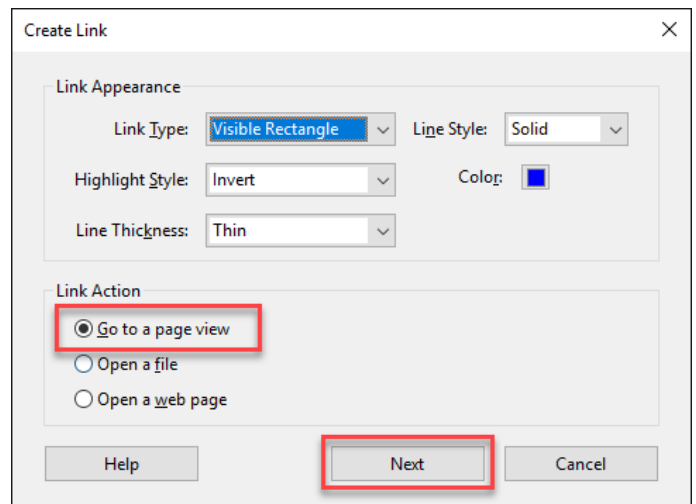
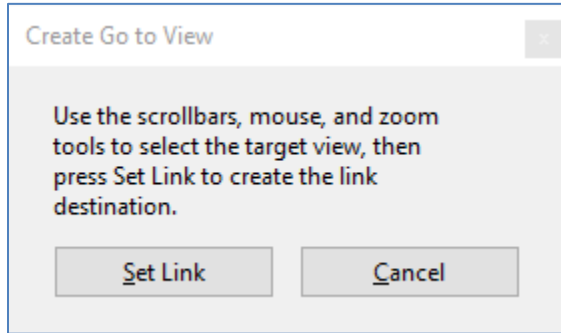
Add a Linked Index or Table of Contents

A linked table of contents can be created in multiple ways depending on the application used. If using Adobe Acrobat, you may visit [Adobe Help](#) for detailed instructions. Below is one method to create a hyperlink using Adobe Acrobat.

1. With the Adobe selection tool, left-click and drag the cursor to select the text from which to create the link.
2. Right-click (Windows) or Control-click (Mac) the selected text > choose **Create Link** from the pop-up menu.





3. In the Create Link dialogue box (right), choose an appearance for the link and an action that the link will perform (**Go to a page view**). Click **Next**.
4. Follow instructions in the Create **Go to View** pop-up window to create the link destination.

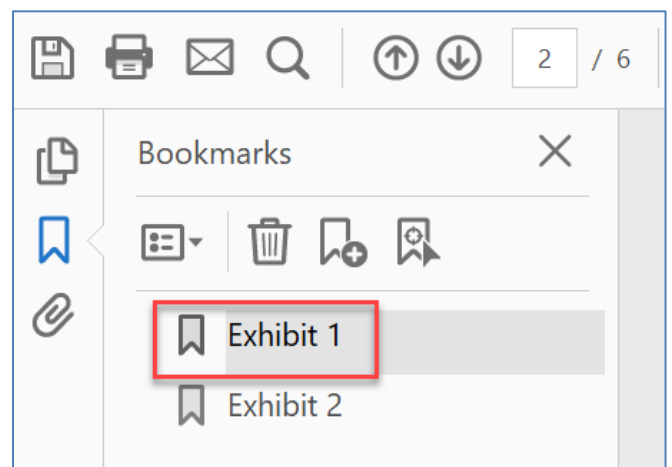


5. Once created, **test** the link to confirm the destination and appearance is correct.
6. Save

Add Bookmarks for Each Exhibit

Bookmarks can be added to a PDF document in multiple ways. If using Adobe Acrobat, you may visit [Adobe Help](#) for detailed instructions. Below is one method to create bookmarks for eFiled exhibits.

1. If the Bookmarks icon isn't visible on the left of the document viewer, expand the panel by clicking on  located middle left of the viewer.
2. The Navigation panel opens. Click on , which opens Bookmarks.
3. With the Adobe selection tool, left-click and drag the cursor to select the text of the name of the exhibit, e.g., "Exhibit 1."
4. Right-click (Windows) or Control-click (Mac) the selected text > choose **Add Bookmark** from the pop-up menu.
5. The new bookmark will now appear under Bookmarks with the name of the corresponding exhibit (right).
6. Once Created, **test** the bookmark by scrolling to another page and viewing it in the Document window.
7. Save.



eFiling video exhibits


Odyssey File & Serve will not allow video files to be submitted through the system. If you have a video as an exhibit, please follow the instructions below.

1. Create a slip sheet to identify the video as an exhibit, e.g., “Exhibit 5 – Video.”
2. Include this slip sheet in the single unified PDF of exhibits to be filed in File & Serve.
3. To submit your video exhibit to the court, send an email to: Mul.Evictions.Hearings@ojd.state.or.us with “eFiling – Video Exhibit” in the subject line.
4. The clerk’s office will send you a file request from our secure file transfer server.
5. Upload your video by either dropping the file into the designated area “Drop Files Here” or by selecting the green button “Add Files.”

Oregon Judicial Department Secure File Transfer

File Request

From	<input type="text" value="heather.a.castillo@ojd.state.or.us"/>
To	<input type="text" value="MUL.Evictions.Hearings@ojd.state.or.us"/>
Subject	<input type="text" value="Re: Video/Audio Exhibit"/>
Message	<div style="border: 1px solid #ccc; height: 100px;"></div>

 **Drop Files Here**

Limitations
Max size: 300 GB
[Blocked Extensions](#)

6. Select “Send.”