

COURTS' PUBLIC SERVICE HOURS BY LOCATION

(Last Updated: October 11, 2006)

The chart below shows the public service hours for state appellate courts, Tax Court, and circuit courts.

State circuit courts establish times and days of court services availability ("court hours") in two ways, by their local rules (SLR 1.151) and, when temporary service limitations or closures are necessary for budget reasons, by order of the local presiding judge (PJO). A PJO issued on court hours temporarily supercedes an SLR on court hours without requiring the reprinting of SLR to show the change. That change may only be shown in the order, by posting at the local court, and on the attached chart.

As a public convenience, the Oregon Judicial Department provides the following "court hours" chart to make it easier for the public and those practicing before the courts to likely know the current court hours for a specific state court. The chart has a column showing the "source/filing date" for the court hours shown for each specific court location listed. **If that column shows the source as a "PJO," the court hours shown in the SLR for that court will have been superseded, and the hours established by the PJO will control and be the complete statement of court hours for that court.**

WARNING. The attached court hours chart represents information on file with the Office of the State Court Administrator. Changes may have occurred to court hours after that time. Information not on file by or changes made after that date and time are still controlling even if not reflected in the attached court hours chart. If you are subject to a specific date or deadline concerning a court activity, you may want to verify with the court that the information shown on the attached court hours chart is still correct.

APPELLATE AND TAX COURTS

| COURT/ COUNTY | JUDICIAL DISTRICT | PUBLIC SERVICE COURT HOURS | COURT LOCATION | SOURCE / FILING DATE |
|---|-------------------|--|---|----------------------|
| Tax Court Records Office | TX | <u>Open</u> (excluding holidays) M-F 8am - 5pm | Robertson Building 3 rd Floor 1241 State Street Salem, OR | n/a |
| Appellate Records Office for Court of Appeals and Supreme Court | AP | <u>Open</u> (excluding holidays) M-F 8am - noon 1pm - 5pm <u>Closed</u> noon - 1pm | Supreme Court Building 1163 State Street Salem, OR | n/a |

CIRCUIT (TRIAL) COURTS

| COURT/ COUNTY | JUDICIAL DISTRICT | PUBLIC SERVICE COURT HOURS | COURT LOCATION | SOURCE / FILING DATE |
|------------------|----------------------|--|---|---|
| Baker | 8 th | Open M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Baker County Courthouse 1995 Third St., Ste. #220 Baker City, OR | SLR 1.151 |
| Benton | 21 st | Open (excluding holidays) M-F 8am - noon 1pm - 5pm M-F noon - 1pm (cashiers' window only) Closed noon - 1pm | Benton County Courthouse 120 NW Fourth Street Corvallis, OR | SLR 1.151 |
| Clackamas | 5 th | Open M-F 8am - 5pm | Clackamas County Courthouse 807 Main St., Room #104 Oregon City, OR | SLR 1.151 |
| Clatsop | 18 th | Open M-F 8am - noon 1pm - 5pm Closed noon - 1pm 4pm - 5pm 1 st Wednesday of each month (clerk's office) | Clatsop County Courthouse Astoria, OR | SLR 1.151 |
| Columbia | 19 th | Open (excluding holidays) M-F 8:30am - 5pm Closed 8:00am - 8:30am | Columbia County Courthouse 230 Strand Street St. Helens, OR | SLR 1.151 |
| Coos | 15 th | COQUILLE Open M-F 8am - noon M,T,W,F 1pm - 5pm Th 1:30pm - 5pm Closed M,T,W,F noon - 1pm Th noon - 1:30pm NORTH BEND ANNEX Open M-F 8am - noon M,T,W,F 1pm - 5pm Th 1:30pm - 5pm Closed M,T,W,F noon - 1pm Th noon - 1:30pm | Coos County Courthouse 250 N. Baxter Coquille, OR North Bend Annex of the Coos County Courthouse 1975 McPherson Avenue North Bend, OR | SLR 1.151 |
| Crook | 22 nd | Open (excluding holidays) M-F 8am - 5pm | Crook County Courthouse 300 E. Third Street Prineville, OR | http://www.ojd.state.or.us/cro/ |

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|------------------|----------------------|--|--|---|
| Curry | 15 th | Open M-F 8am - noon M,T,W,F 1pm - 5pm Th 1:30pm - 5pm Closed M,T,W,F noon - 1pm Th noon - 1:30pm | Curry County Courthouse 29821 Ellensburg Avenue Gold Beach, OR | SLR 1.151 |
| Deschutes | 11 th | Open (excluding holidays) M-F 8am - 5pm | Deschutes County Courthouse 1164 NW Bond Bend, OR | SLR 1.151 |
| Douglas | 16 th | Open (excluding holidays) M-F 8am - 5pm | Justice Building 1036 SE Douglas Roseburg, OR | SLR 1.151 |
| Gilliam | 7 th | Open (excluding holidays) M-F 1pm - 5pm Closed 8am - 1pm | Gilliam County Courthouse 211 S. Oregon Condon, OR | SLR 1.151 |
| Grant | 24 th | Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Grant County Courthouse 205 S. Humbolt Street Canyon City, OR | SLR 1.151 |
| Harney | 24 th | Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Harney County Courthouse 450 N. Buena Vista Burns, OR | SLR 1.151 |
| Hood River | 7 th | Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Hood River County Courthouse 309 State Street Hood River, OR | SLR 1.151 |
| Jackson | 1 st | Open (excluding holidays) M-F 8am - 5pm | Justice Building 100 S. Oakdale Medford, OR | SLR 1.151 |
| Jefferson | 22 nd | Open (excluding holidays) M-F 8am - 5pm | Jefferson County Courthouse 75 SE "C" Street Madras, OR | http://www.ojd.state.or.us/cro/ |

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| Josephine | 14 th | <p>CIVIL AND CRIMINAL <u>Open</u> M-F 8am - 4pm <u>Closed</u> M-F 4pm - 5pm*</p> <p>ACCOUNTING <u>Open</u> M-F 8am - 5pm</p> <p>FAMILY COURT <u>Open</u> M-F 8am - noon 1pm - 4pm <u>Closed</u> M-F noon - 1pm** 4pm - 5pm**</p> <p>*Documents can be filed at the accounting customer service window. **Family court documents can be filed at the juvenile department reception area.</p> | <p>Josephine County Courthouse Room 252, 500 NE 6th Grants Pass, OR</p> <p>301 NW "F" Street Grants Pass, OR</p> | SLR 1.151 |
| Klamath | 13 th | <p><u>Open</u> (excluding holidays) M-F 8am - 5pm* <u>Closed</u> *F 8am - 8:30am (Court Operations area)</p> | Klamath County Courthouse 316 Main Street Klamath Falls, OR | SLR 1.151 |
| Lake | 26 th | <p><u>Open</u> (excluding holidays) M-F 8am - noon 1pm - 5pm <u>Closed</u> noon - 1pm</p> | Lake County Courthouse 513 Center Street Lakeview, OR | SLR 1.151 |
| Lane | 2 nd | <p>CIRCUIT COURT <u>Open</u> M-F 8am - 5pm</p> <p>JUVENILE COURT <u>Open</u> M-F 8am - noon 1pm - 5pm <u>Closed</u> noon - 1pm</p> | <p>CIRCUIT COURT Lane County Courthouse 125 East Eighth Avenue Eugene, OR</p> <p>JUVENILE COURT Juvenile Justice Center 2727 Martin Luther King Jr. Blvd. Eugene, OR</p> | SLR 1.151 |
| Lincoln | 17 th | <p><u>Open</u> M-F 8am - 5pm</p> | Lincoln County Courthouse 225 W. Olive Newport, OR | SLR 1.151 |
| Linn | 23 rd | <p><u>Open</u> M-F 8:00am - 5pm</p> <p><u>Closed</u> noon - 1pm 2nd Wednesday of each month Records and Cashiers office will be closed</p> | 300 Fourth Avenue SW Albany, OR | SLR 1.151 |

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| Malheur | 9 th | Open (Mountain time) M-F 8am - 5pm | Malheur County Courthouse 251 "B" Street W. Vale, OR | SLR 1.151 |
| Marion | 3 rd | COURTHOUSE CLERK'S OFFICE Open M-F 7:30am - 5:30pm COURT ANNEX & JUVENILE COURT Open M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Marion County Courthouse 100 High Street NE Salem, OR COURT ANNEX 4000 Aumsville Hwy. SE Salem, OR JUVENILE COURT 3030 Center Street NE Salem, OR | SLR 1.151 |
| Morrow | 6 th | Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed M-F noon - 1pm | Morrow County Courthouse 100 Court Street Heppner, OR | SLR 1.151 |
| Multnomah | 4 th | Open M-F 8am - 5pm* M-F 8:30 am - 5pm** *For filing of documents that do not require payment of a fee prior to filing. **For filing of documents that require payment of a fee prior to filing. | Multnomah County Courthouse 1021 SW Fourth Avenue Portland, OR Justice Center Third Floor 1120 SW Third Avenue Portland, OR Juvenile Justice Center 1401 NE 68 th Avenue Portland, OR Gresham Justice Center 150 W. Powell Gresham, OR | SLR 1.151 |
| Polk | 12 th | COURT RECORD'S OFFICE, ROOM 301 Open (excluding holidays) M-F 8am - 5pm CRIMINAL COURT RECORD'S OFFICE Open M-F 8:45am - noon 1pm - 4pm Closed M-F 8am - 8:45 am noon - 1pm 4pm - 5pm (Note: Criminal pleadings may also be filed in the Court Record's Office.) | Polk County Courthouse 850 Main Street Dallas, OR Criminal Court Record's Office 884 SE Jefferson Street Dallas, OR | SLR 1.151 |
| Sherman | 7 th | Open (excluding holidays) M-F 1pm - 5pm Closed 8am - 1pm | Sherman County Courthouse 500 Court Street Moro, OR | SLR 1.151 |

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| Tillamook | 27 th | Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Tillamook County Courthouse 201 Laurel Avenue Tillamook, OR | SLR 1.151 |
| Umatilla | 6 th | PENDLETON Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed M-F noon - 1pm HERMISTON Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed M-F noon - 1pm MILTON-FREEWATER CLOSED (Available upon written request as facilitators, judges, and staff are available) | PENDLETON Umatilla County Courthouse 216 SE 4th Pendleton, OR HERMISTON 295C East Main Hermiston, OR MILTON-FREEWATER Milton-Freewater City Hall 922 S. Main Street Milton-Freewater, OR | SLR 1.151 |
| Union | 10 th | Open M-F 8am - 5pm | Union County Courthouse 1008 "K" Avenue (civil records) 1007 4 th Street (courtrooms, traffic, accounting, and criminal records) La Grande, OR | 2004 SLR 1.151 |
| Wallowa | 10 th | Open M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Wallowa County Courthouse Second Floor 101 S. River St., Room 204 Enterprise, OR | SLR 1.151 |
| Wasco | 7 th | Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Wasco County Courthouse 511 Washington Street The Dalles, OR | SLR 1.151 |
| Washington | 20 th | Open (excluding holidays) M-F 8am - 5pm JUVENILE SERVICES BUILDING Open (excluding holidays) M-F 8:30am - 5pm Closed M-F 8am - 8:30am | Washington County Courthouse 145 N. Second Avenue Hillsboro, OR Justice Services Building 150 N. First Avenue Hillsboro, OR Juvenile Services Building 222 N. First Avenue Hillsboro, OR | SLR 1.151 |

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| Wheeler | 7 th | Open (excluding holidays) M-F 8:30am - 11:30am Closed 8am - 8:30am 11:30am - 5pm | Wheeler County Courthouse 701 Adams Street Fossil, OR | SLR 1.151 |
| Yamhill | 25 th | Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm | Yamhill County Courthouse 535 NE Fifth Street McMinnville, OR | SLR 1.151 |

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