

All pleadings and other documents in disciplinary and contested reinstatement proceedings matters must be filed with the Disciplinary Board Clerk. Documents are encouraged to be filed electronically (e-mail to: dbclerk@osbar.org). Documents can also be mailed to the DB Clerk at the Oregon State Bar, 16037 SW Upper Boones Ferry Rd PO Box 231935 Tigard, OR 97281-1935, or hand-delivered between 8:00 a.m. and 5:00 p.m. when the OSB Center is open for business or via fax (503-598-6934). Documents are deemed filed at the time they are received by the DB Clerk. Any document delivered outside business hours will be deemed to have been received on the next business day.

The Disciplinary Board Clerk is responsible for maintaining the official records of the proceedings. Filing with the Disciplinary Board Clerk is the equivalent of filing a document with a court clerk. **It is not a substitute for service on OSB Disciplinary Counsel, any appointed Bar Counsel or the Accused that may be required under the Bar Rules of Procedure.**

The following documents must be filed with the Disciplinary Board Clerk:

Formal Complaint (or Statement of Objections to Reinstatement) [BR 4.1(b); BR 8.9]
 Answer [BR 4.3(d); BR 8.10]
 Briefs [BR 4.8]
 Challenges to Trial Panel [BR 2.4(g)]
 Cost Bill (Disciplinary Board final decisions) [BR 10.7(d)]
 Decision on Stipulation [BR 3.6(e)]
 Discovery Motions [BR 4.5(c)]
 Motion to Correct Transcript [BR 5.3(e)]
 Notice of Appointment of Trial Panel [BR 2.4(f)]
 Notice of Hearing Date [BR 2.4(e)(8)]
 Notice of Intent to Rely on Attorney Assistance Evidence [BR 5.9(b)]
 Objections to Cost Bill [BR 10.7(d)]
 Order Fixing Costs [BR 10.7(d)]
 Order of Default [BR 5.8(a)]
 Order Settling Transcript [BR 5.3(e)]
 Petition for Suspension [BR 7.1]
 Petition for Interlocutory Suspension [BR 3.1]
 Prehearing Order [BR 4.7]
 Proof of Service / Acceptance of Service [BR 1.10(e)]
 Referral from Supreme Court (Reinstatement/Recip. Disc./Conviction) [BR 3.4, 3.5, 8.9]
 Request for Extension of Time to File Answer [BR 4.3(b)]
 Request for Prehearing Conference [BR 4.6]
 Request for Supreme Court Review [BR 10.1]
 Response to Motion to Correct Transcript [BR 5.3(e)]
 Responses to Discovery Motions [BR 4.5(c)]
 Ruling on Challenge to Panel [BR 2.4(g)]
 Rulings on Discovery Motions [BR 4.5(c)]
 Stipulation for Discipline [BR 3.6]
 Trial Panel Opinion [BR 2.4(e)(10)]
 Trial Transcript [BR 5.3(e)]