



OREGON JUDICIAL DEPARTMENT  
Office of the State Court Administrator

February 27, 2020  
**(SENT BY EMAIL)**

MEMORANDUM

TO: The Oregon State Bar

FROM: Sam Dupree, Assistant General Counsel  
Office of General Counsel

RE: File & Serve Upgrade on April 10, 2020

OJD will upgrade File & Serve, the electronic filing system for Oregon's Circuit Courts and Tax Court, on Friday, April 10, 2020. The upgrade will begin at 6:00 PM. File & Serve will be offline for at least 4 hours. While we do not expect any issues with the upgrade, please plan to submit any filings you intend to eFile by 6:00 PM.

The new version of File & Serve will look and function the same as the current version of File & Serve. The only substantive difference will be the addition of case subtypes as a filing option. The new version of File & Serve has other optional features that will be evaluated after the upgrade. If OJD decides to add other optional features it will provide notice to all filers before the changes are made.

OJD will host several File & Serve webinars from April 6 to April 10, 2020. These webinars will cover File & Serve functionality, including how to add case subtypes, and a discussion about Oregon's [Electronic Filing Standards](#).

More details about the upgrade and specific dates and times for the webinars will be provided in the coming weeks. In the meantime, feel free to contact me if you have any questions ([L.S.Dupree@ojd.state.or.us](mailto:L.S.Dupree@ojd.state.or.us); 503-986-5883).