

IN THE MUNICIPAL COURT OF THE CITY OF TIGARD  
COUNTY OF WASHINGTON, STATE OF OREGON

In the Matter of	)	
	)	Rule 7
ELECTRONIC FILING	)	Supplemental Court Rule
AND SERVICE	)	

IT IS HEREBY ORDERED as follows:

The Tigard Municipal Court maintains an electronic filing system for all cases. Hard copies are kept for the mandatory retention period when the electronic filing system does not meet statutory requirements.

- 1) Definitions:
  - a) “Electronic” Broad term including but not limited to email, fax, text, scan, Sharepoint, or other digital form of communication capable of creating a text document.
  - b) “Filing” means the process of a document becoming a court record. A filing may be accepted or rejected by the court.
  - c) “Electronic filing” means the process whereby a filer electronically transmits to a court a document in an electronic form to initiate an action or to be included in the court file for an action.
  - d) “Electronic service” means the electronic transmission of a notice of filing by the electronic filing system to the electronic mail (email) address of a party who has consented to electronic service under UTCR 21.100(1). The notice will contain a hyperlink to access a document that was filed electronically for the purpose of accomplishing service.
- 2) The Uniform Electronic Signatures Act, ORS 84.001 to 84.061 is applicable in Tigard Municipal Court.
- 3) Electronic Filing of Violation Complaints
  - a) E-Citations are authorized to be filed in the court by a city prosecutor, city attorney, or law enforcement agency including but not limited to Tigard Police Department, Washington County Sheriffs Office, and Oregon State Police.
  - b) The understanding is that the e-citation filing will be conducted consistent with current practices in place and in compliance with ORS 153.770.
  - c) The electronic filing of violations and documents as described in ORS 133.073 is authorized. For traffic violations the uniform violation citation as described in ORS 1.525 shall be used.

DATED May 15, 2023

*Emily Oberdorfer*  

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Emily Oberdorfer  
Presiding Judge