Questions to be answered:

Are clients of paraprofessionals considered self-represented?

If not, will paraprofessionals be entered into the record on cases?

**ORCP**

7B Summons Issuance

7C Who to serve??

17A Signing by party or attorney; certificate

47E Summary Judgment Affidavit or declaration of attorney when expert opinion required

55A(3)(a) Subpoena Who May Issue Attorney of Record

55D(6) Additional responsibilities of attorney or party receiving delivery of CHI

68A(1) Pleading, Allowance, and Taxation of Attorney Fees and Costs and Disbursements, Attorney fees: **“**Attorney fees**”** are the reasonable value of **legal services** related to the prosecution or defense of an action.

**UTCR**

1.010(4) These rules apply to attorneys and to persons representing themselves.

1.050(1)(b) A court must incorporate into its SLR any local practice, procedure, form, or other requirement (“local practice”) with which the court expects or requires **parties and attorneys** to comply. A court may not adopt SLR that duplicate or conflict with the constitutions, statutes, ORCP, UTCR, Chief Justice Orders, Supreme Court Orders, disciplinary rules for lawyers, judicial canons, or ORAP. A court may not adopt SLR that establish internal operating procedures of the court or trial court administrator that do not create requirements or have potential consequences for parties or attorneys.

1.050(1)(3) When any local practice is not contained in a court’s SLR, the court may not enforce such local practice or impose any sanction therefore, unless the court has first afforded the **party or attorney** a reasonable opportunity to cure the violation by complying with the local practice.

1.090(2)(a) SANCTIONS

Assess against the noncompliant **party or attorney** or both reasonable costs, expenses and attorneys fees incurred by a party, **attorney** or the court.

1.090(2)(b) Otherwise award reasonable costs, expenses and attorneys fees incurred by a party, **attorney** or the court.

1.110(5) “Party” means a litigant or the **litigant’s attorney**.

2.010(6)(a) The name of the **party or attorney** signing any pleading or motion must be typed or printed immediately below the signature.

2.010(7) All documents must include the author’s court contact information under UTCR 1.110(1) and, if prepared by an **attorney**, the name, email address, and the **Bar number of the author and the trial attorney** assigned to try the case.

2.010(14) An **attorney** or self-represented party whose court contact information changes must immediately provide notice of that change to the trial court administrator and all other parties.

3.010(2) When appearing in court, all **attorneys** and court officials must wear appropriate attire.

3.030 During trial, the litigants and litigants’ **attorneys** must not address adult witnesses, jurors or opposing parties by their first names, and, except in *voir dire*, must not address jurors individually.

3.040 Attorneys must advise their clients and witnesses of the formalities of the court and must encourage their cooperation.

3.070 Except as otherwise permitted by the court, during the trial of any case or the presentation of any matter to the court, no persons, including members of litigants’ families, shall be permitted within the bar of the courtroom, other than clients, **attorneys**, court personnel and witnesses when called to the stand.

3.140(1) An application to resign, a notice of termination, or a notice of substitution made pursuant to ORS 9.380 must contain the court contact information under UTCR 1.110 of the party and of the new attorney, if one is being substituted, and the date of any scheduled trial or hearing. It must be served on that party and the opposing party’s attorney. If no attorney has appeared for the opposing party, the application must be served on the opposing party. A notice of withdrawal, termination, or substitution of attorney must be promptly filed.

3.140(2) The attorney who files the initial appearance for a party, or who personally appears for a party at arraignment on an offense, is deemed to be that party’s attorney-of-record, unless at that time the attorney otherwise notifies the court and opposing party(ies) in open court or complies with subsection (1).

3.140(3) When an attorney is employed or appointed to appear in an already pending case, the attorney must immediately notify the court and the opposing party in writing or in open court. That attorney shall be deemed to be the attorney-of-record unless that attorney otherwise notifies the court.

3.180 ELECTRONIC RECORDING AND WRITING ON COURTHOUSE PREMISES

3.180(6) The provisions of subsections 5(c) and (e) of this rule do not apply to attorneys or to agents of attorneys unless otherwise ordered by the court.

5.060 STIPULATD AND *EX PARTE* MATTERS

5.060(2) An *ex parte* default, a stipulated order, or a stipulated judgment that may be presented conventionally also may be personally presented to a judge by the attorney or the attorney’s agent. Other types of *ex parte* matters personally presented to a judge must be presented by the **attorney**.

6.030(2) A motion to postpone a trial must be signed by the **attorney of record** and contain a certificate stating that **counsel** has advised the client of the request and must set forth . . .

6.030(4)( c ) The motion must be signed by the **attorneys of record**

6.030(4)(d) The motion must contain a certificate stating that the **attorneys** have advised their clients of the stipulation and the clients agree to the postponement; and . . .

MEDIATION RULES?

13.100 AUTHORITY OF ARBITRATORS

13.100(9) Require a party, an **attorney advising each party**, or both, to pay the reasonable expenses, including attorney fees, caused by the failure of such party or attorney or both, to obey an order of the arbitrator.

13.100(10) RESTRICTIONS ON COMMUNICATION BETWEEN ARBITRATOR, PARTIES AND **ATTORNEYS**. Neither **counsel** nor a party may communicate with the arbitrator

**✓**

21.030 FILERS

1. Authorized Filers
   1. Any person who completes an online registration form and obtains a login under subsection (b) of this section is an authorized filer in the electronic filing system.