How to Create, Add, and Remove Service Contacts in File & Serve HTML 5 (new website)

The first time you electronically file into a case you must add your service contact information to that case (see UTCR 21.100(2)). This must be done for each individual case. Before you can add your service contact information, you must first add yourself as a "Firm Service Contact". Once you have created a "Firm Service Contact" you can add your service contact information through the electronic filing process.

If you have not yet electronically filed into a case but would like to have filings served on you electronically, you can add service contact information without filing anything into the case.

This guide details:

- How to create "Firm Service Contacts"
- How to add "Firm Service Contacts" to a case without submitting a filing
- How to add "Firm Service Contacts" to a case while submitting a filing
- How to remove "Firm Service Contacts" from a case.

How to add a "Firm Service Contact"

1. From the File & Serve home screen, click the "Action" dropdown, then select "Firm Service Contacts"
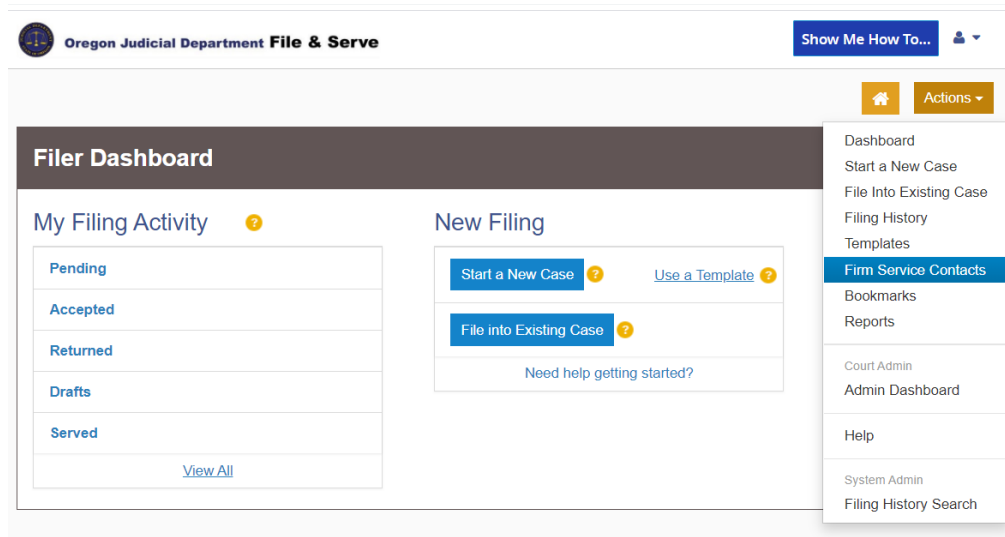
2. If you are not listed, add yourself as a "Firm Service Contact" by selecting "Add Service Contact"

   Note: You only need to add yourself as a "Firm Service Contact" once, but you will have to add your contact information to each individual case

1

Firm Service Contacts ⓘ

Search by first or last name	⊕ Add Service Contact

Name	Email	
Louis Dupree	l.s.dupree@ojd.state.or.us	Actions ▾
Holly Rudolph	Holly.Rudoph@ojd.state.or.us	Actions ▾

1 - 2 of 2 items

Items per page: 10 ▾

3. Add contact information and click "Save Changes"

   Note: Consider using the "Administrative Copy" option if you would like other people in your office to receive copies of electronically served documents

First Name

Middle Name

Last Name

Firm Name

Email

Administrative Copy ⓘ

Country

United States of America ▾

Address Line 1

100 High St NE

Address Line 2

City

Salem

State

Oregon ▾

Zip Code

97301

Phone Number

Make This Contact Public

☐ ⓘ

Undo   Save Changes

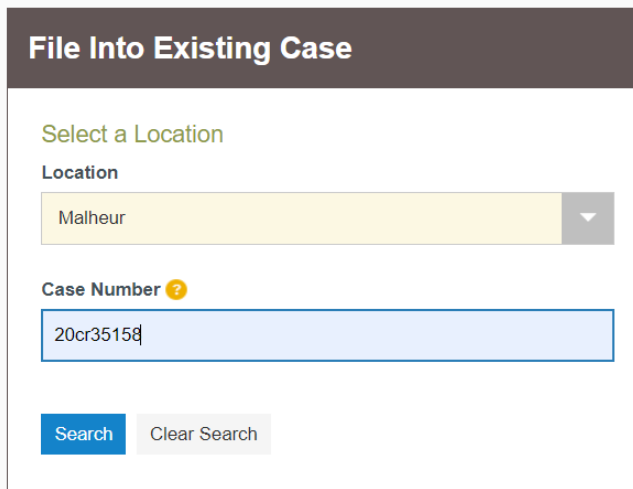## How to Add a "Firm Service Contact" to a Case without Submitting a Filing

1. From the home screen in File & Serve, click on the "File into Existing Case" option. This option can also be found under the "Actions" tab

2. Select the county, type in the case number, and click "Search"

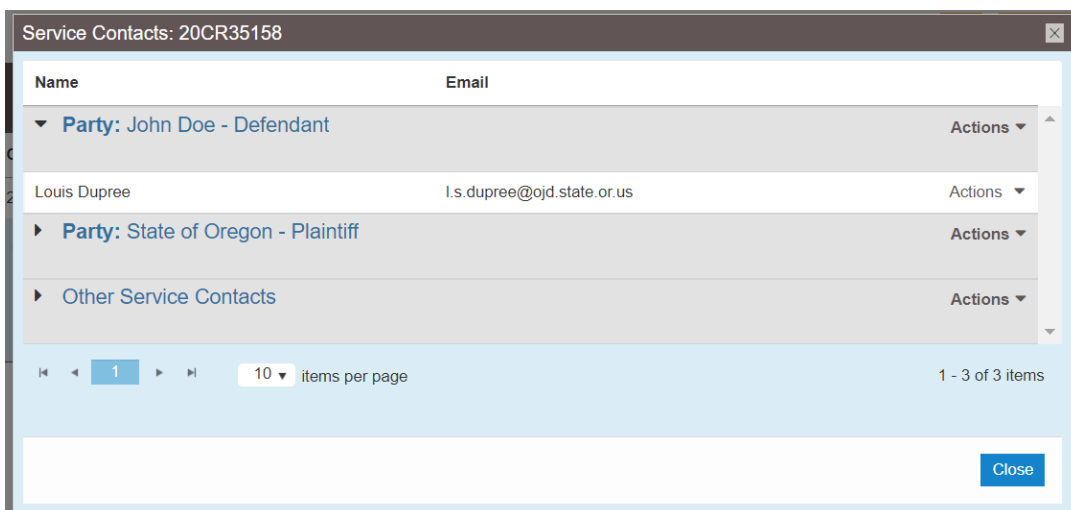
3. Select "Action" and click "View Service Contacts"

4. From the "View Service Contacts" screen, locate your client, select the "Actions" menu to the right of your client, and click "Add From Firm Service Contacts"
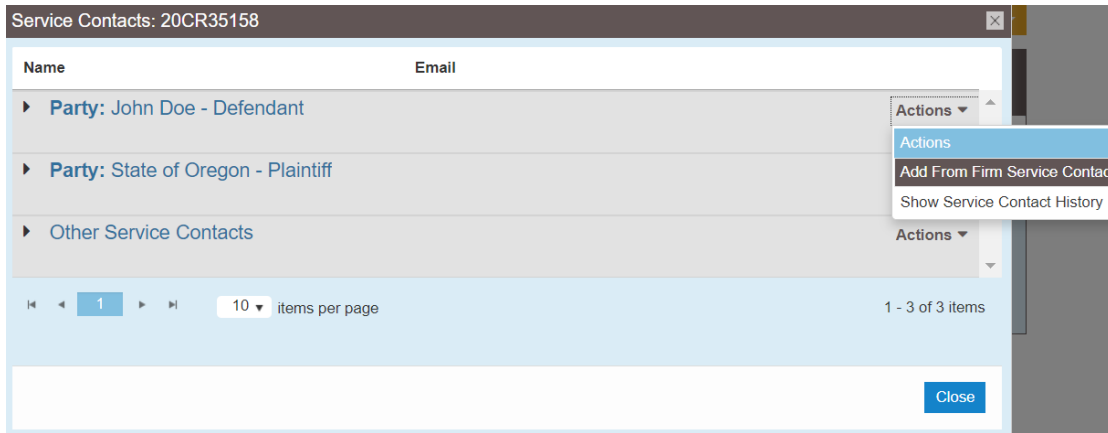
5. Check the box next to your name and click the "Close"
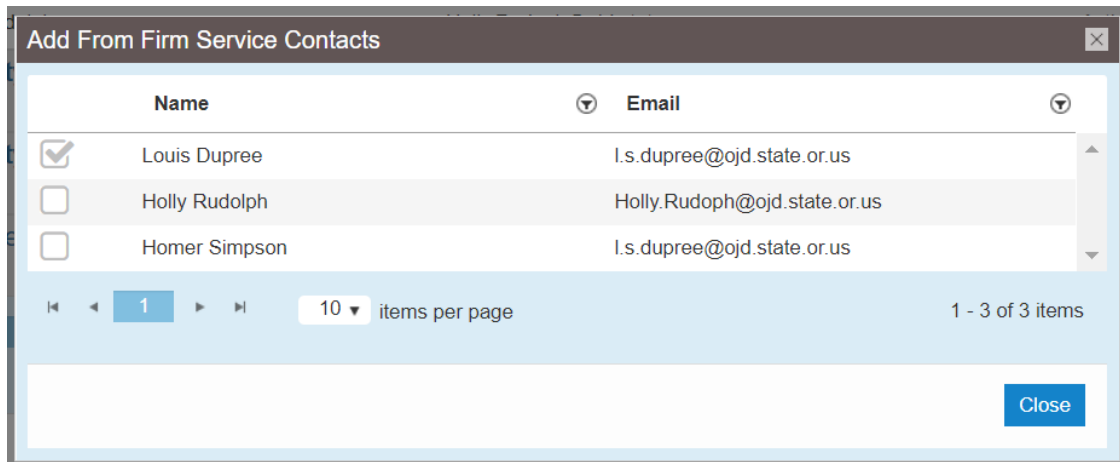
6. To finish, click "Close" from the "View Service Contacts" screen

Last Updated 9/22/2020

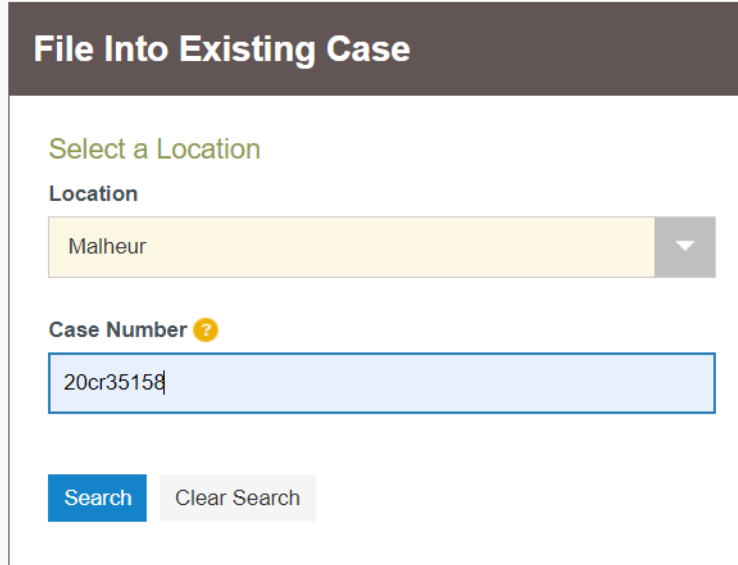# How to Add a "Firm Service Contact" to a Case while Submitting a Filing

1. From the home screen in File & Serve, click on the "File into Existing Case" option. This option can also be found under the "Actions" tab

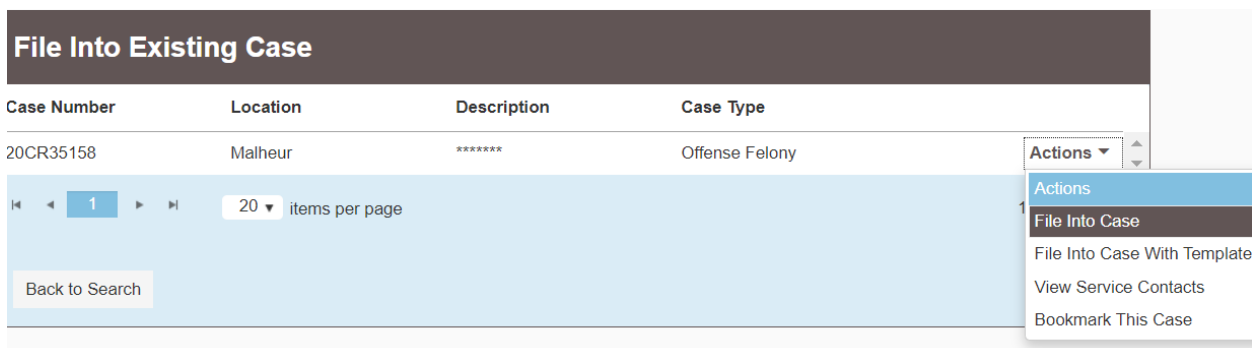2. Select the county, type in the case number, and click "Search"

3. Select "Action" and click "File Into Case"

4. Under "Filings" select the "EFileAndServe" option

5. After entering and saving your filing information, under "Service Contacts" click on the "Actions" dropdown to the right of your client, then select "Add From Firm Service Contacts"

6. Check the box next to your name and click the "Close"

7. Your contact information has been added, proceed with the filing

How to Remove a "Firm Service Contact" from a case

1. From the home screen in File & Serve, click on the "File into Existing Case" option. This option can also be found under the "Actions" tab
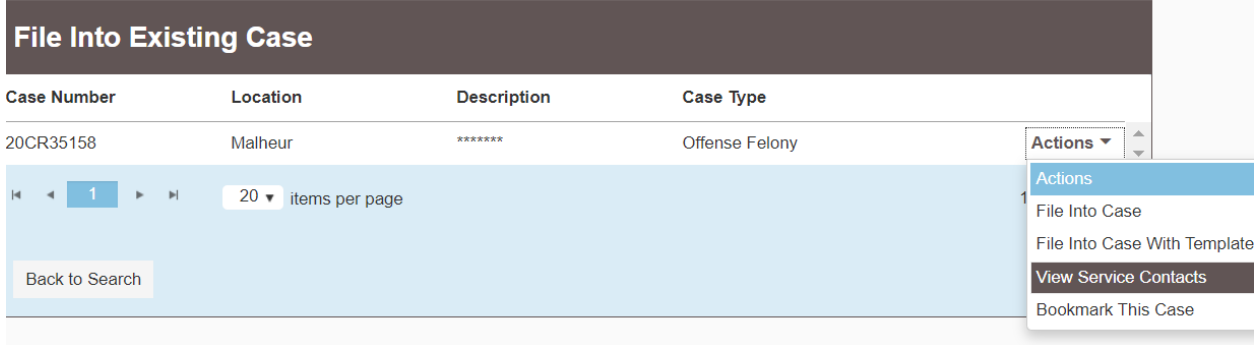

2. Select the county, type in the case number, and click "Search"

3. Select "Action" and click "View Service Contacts"

File Into Existing Case

Case Number	Location	Description	Case Type	
20CR35158	Malheur	*******	Offense Felony	Actions ▼

|◄ ◄ **1** ► ►| 20 ▼ items per page

Actions
File Into Case
File Into Case With Template
View Service Contacts
Bookmark This Case

Back to Search

4. From the "View Service Contacts" screen, locate your name, select the "Actions" menu to the right of your name, and click "Remove Contact"

Service Contacts: 20CR35158 ☒

Name	Email	
▼ **Party:** John Doe - Defendant		Actions ▼
Louis Dupree	l.s.dupree@ojd.state.or.us	Actions ▼
▶ **Party:** State of Oregon - Plaintiff		
▶ Other Service Contacts		

Actions
Link Parties With Contact
Remove Contact

|◄ ◄ **1** ► ►| 10 ▼ items per page   1 - 3 of 3 items

Close

5. To finish, click "Close"

Service Contacts: 20CR35158 ☒

Name	Email	
▶ **Party:** John Doe - Defendant		Actions ▼
▶ **Party:** State of Oregon - Plaintiff		Actions ▼
▶ Other Service Contacts		Actions ▼

|◄ ◄ **1** ► ►| 10 ▼ items per page   1 - 3 of 3 items

Close