

How to Create, Add, and Remove Service Contacts in File & Serve Silverlight (old 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.

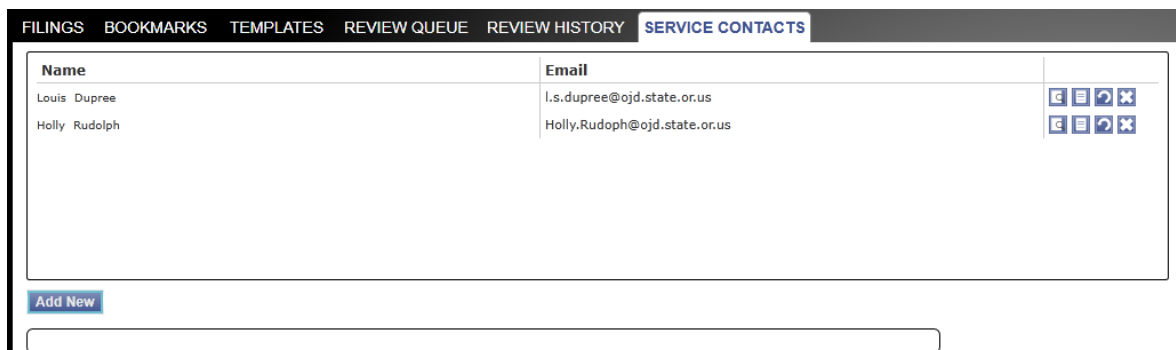
How to add a “Firm Service Contact”

1. On the File & Serve home screen, select the “SERVICE CONTACTS” tab



2. Select “Add New”

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



3. Add contact information and click "Save Contact"

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

Add New

First Name* <input type="text"/>	Middle <input type="text"/>	Last Name* <input type="text"/>
Email* <input type="text"/>	Administrative Copy	Firm Name <input type="text"/>
Country United States of America	<input type="text"/>	Andrea Nofziger
Address Line 1 <input type="text"/>		
Address Line 2 <input type="text"/>		
City <input type="text"/>		
State <input type="text"/>	Zip Code <input type="text"/>	
Phone <input type="text"/>		
<input type="checkbox"/> Make this contact Public		


Save Contact

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

1. On the right side of the File & Serve home screen, select the county from the dropdown, type in the case number, then click "Go"

NEW CASE **Go**

2. Under "Actions", click the "Service Contacts" icon



Oregon Judicial Department File & Serve

NEW CASE **Go**

Searching for:
As: Case Number

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

Service Contacts

3. Select your client, then click “Add From Master List”

Manage Case Service Contacts

Select Contacts to Receive Service for each Party

Select a Party to add Service Contacts

Defendant: John Doe

Plaintiff: State of Oregon

Other Service Contacts

[Add From Master List](#) [Show History](#)

4. Select the Firm Service Contact you would like to add to the Party, then click “Add >”

Add Service Contact from Master List

Firm Service Contacts

Name	Email	
Louis Dupree	I.s.dupree@ojd.state.or.us	
Holly Rudolph	Holly.Rudolph@ojd.state.or.us	
Homer Simpson	I.s.dupree@ojd.state.or.us	

[Add >](#)

[< Remove](#)

Case Service Contacts

Name	Email
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[Save](#)

5. Click “Save” to return to the “Manage Service Contacts” screen

Add Service Contact from Master List

Firm Service Contacts

Name	Email	
Holly Rudolph	Holly.Rudolph@ojd.state.or.us	
Homer Simpson	I.s.dupree@ojd.state.or.us	

[Add >](#)

[< Remove](#)

Case Service Contacts

Name	Email	
Louis Dupree	I.s.dupree@ojd.state.or.us	

[Save](#)

6. To finish, click “Save”

Manage Case Service Contacts
Select Contacts to Receive Service for each Party

Select a Party to add Service Contacts

Defendant: John Doe
Louis Dupree (l.s.dupree@ojd.state.or.us)

Plaintiff: State of Oregon
Other Service Contacts

Add From Master List Show History

First Name* Louis Middle Last Name* Dupree
Email* l.s.dupree@ojd.state.or.us Administrative Copy Firm Name OPE
Country United States of America
Address Line 1
Address Line 2
City
State Zip Code


Save Cancel

How to Add a “Firm Service Contact” to a Case while Submitting a Filing

1. On the right side of the File & Serve home screen, select the county from the dropdown, type in the case number, then click “Go”


NEW CASE [dropdown] Case Number Go

2. Under “Actions”, select the “Start a new subsequent filing for this case” icon

 **Oregon Judicial Department File & Serve**

NEW CASE Malheur 20cr35158 Go

Searching for:
As: Case Number

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

Start a new subsequent filing for this case

- Under “Enter Filing Details” select the “Service” checkbox, enter filing information, upload your documents, and click on the “Service” icon located on the bottom-right corner of your screen

1 Parties 2 Filings 3 Service Contacts 4 Summary

Enter Filing Details

Code	Type	Description	Reference Num
Motion - MO	EFileAndServe		
Memorandum - Decisi	EFileAndServe		

[Add Another Filing](#)

Select Filing Code* ?

Memorandum - Decision - MMDC E-File Service

Reference Number ?

Case Parties

State of Oregon
John Doe

Parties Associated

[Associate →](#)

[← Disassociate](#)

Documents

Lead Document* ? document.pdf
180.4 kb

Security

Filing Comments

Courtesy Copies ?

Fees

Motion - MO

Filing Fee \$0.00
Total this Filing \$0.00

Memorandum - Decision - MMDC

Filing Fee \$0.00
Total this Filing \$0.00

Envelope Total \$0.00

Payment

Payment Account*

Filing Attorney

Filing Attorney
L. Sam Dupree

[Parties](#) [Service](#)

- From the “Service Contacts” screen, highlight your client and select “Add From Master List”

1 Parties 2 Filings 3 Service Contacts 4 Summary

Select Contacts to Receive Service for this Envelope

Select All Service Contacts

Defendant: John Doe

Plaintiff: State of Oregon

Other Service Contacts

[Add From Master List](#)

5. Select the Firm Service Contact you would like to add to the Party, then click “Add >”

The screenshot shows a window titled "Add Service Contact from Master List". It is divided into two main sections: "Firm Service Contacts" on the left and "Case Service Contacts" on the right. In the "Firm Service Contacts" section, there is a table with two columns: "Name" and "Email". The table contains three rows: "Louis Dupree" with email "I.s.dupree@ojd.state.or.us", "Holly Rudolph" with email "Holly.Rudolph@ojd.state.or.us", and "Homer Simpson" with email "I.s.dupree@ojd.state.or.us". Each row has a small "C" icon to its right. The "Louis Dupree" row is highlighted in light blue. Below the table are two buttons: "Add >" and "< Remove". The "Case Service Contacts" section is currently empty. At the bottom right of the window is a "Save" button.

Name	Email
Louis Dupree	I.s.dupree@ojd.state.or.us
Holly Rudolph	Holly.Rudolph@ojd.state.or.us
Homer Simpson	I.s.dupree@ojd.state.or.us

6. Click “Save” to return to the “Manage Service Contacts” screen

The screenshot shows the same window as above, but the selection has changed. In the "Firm Service Contacts" table, the "Holly Rudolph" and "Homer Simpson" rows are now highlighted in light blue. The "Louis Dupree" row is no longer highlighted. The "Add >" button remains highlighted. The "Case Service Contacts" section now contains one row: "Louis Dupree" with email "I.s.dupree@ojd.state.or.us" and a "C" icon. The "Save" button is still at the bottom right.

Name	Email
Holly Rudolph	Holly.Rudolph@ojd.state.or.us
Homer Simpson	I.s.dupree@ojd.state.or.us

7. Select "Summary" to continue filing

① Parties ② Filings ③ Service Contacts ④ Summary

Select Contacts to Receive Service for this Envelope

Select All Service Contacts
 Defendant: John Doe

- Louis Dupree (l.s.dupree@ojd.state.or.us)** G ↵ ✕
- Plaintiff: State of Oregon
- Other Service Contacts

[Add From Master List](#)

First Name* <input type="text" value="Louis"/>	Middle <input type="text"/>	Last Name* <input type="text" value="Dupree"/>
Email* <input type="text"/>	Administrative Copy ⓘ	Firm Name


[Filings](#) [Summary](#)

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

1. On the right side of the File & Serve home screen, select the county from the dropdown and type in the case number, then click "Go"

[NEW CASE](#) [Go](#)

2. Under "Actions", click the "Service Contacts" icon



Oregon Judicial Department File & Serve

[NEW CASE](#) [Go](#)

Searching for:
As: Case Number

Case Number	Location	Description	Case Type	Actions
20CR35158	Malheur	*****	Offense Felony	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/> Service Contacts

3. In the “Manage Service Contacts” screen, select the “X” next to your contact information

The screenshot shows the 'Manage Case Service Contacts' interface. At the top, it says 'Select Contacts to Receive Service for each Party'. Below this, there is a section titled 'Select a Party to add Service Contacts'. Underneath, there are two expandable sections: 'Defendant: John Doe' and 'Plaintiff: State of Oregon'. The 'Defendant' section is expanded, showing a contact entry for 'Louis Dupree (l.s.dupree@ojd.state.or.us)' with a blue bar and an 'X' icon. Below this is a 'Remove Contact' button. The 'Plaintiff' section is collapsed. Below the party selection, there are two buttons: 'Add From Master List' and 'Show History'. A large form is present with fields for 'First Name*', 'Middle', 'Last Name*', 'Email*', 'Administrative Copy', 'Firm Name', 'Country', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip Code', and 'Phone'. At the bottom left, there is a checkbox 'Save Contact in My Firm Master Service List' which is checked. At the bottom right, there are 'Save' and 'Cancel' buttons.

4. To finish, click “Save”

This screenshot shows the same 'Manage Case Service Contacts' interface. The 'Defendant: John Doe' section is now collapsed, and the 'Plaintiff: State of Oregon' section is expanded, showing a blue bar. The 'Remove Contact' button is no longer visible. The 'Save Contact in My Firm Master Service List' checkbox at the bottom left is now unchecked. The 'Save' and 'Cancel' buttons remain at the bottom right.