



MEMORANDUM

Beaverton Municipal Court

To: Attorneys

From: Juliet Britton, Presiding Judge

Date: April 17, 2019

Subject: New BMC Local Supplemental Rules effective May 1, 2019

Summary of Major Changes

1. LSR 4.0 Filing Motions and Motion Witnesses. **Motions are due 14 days prior to trial** (previously the rules stated 7 days). Have witnesses ready to hear motion on morning of trial date or our Tuesday afternoon motion docket. **Motions may now be emailed, including reset requests.**
2. 6.16 Jury Instructions – Jury instructions are due by Wednesday at Noon prior to the start of trial. If the Uniform Jury Instruction requires alternate language or if a party has a special jury instruction they want to offer, the language must be included in the Wednesday submission.
3. 7.10 Notice of Representation – Attorneys must submit Letter of Rep within 2 days of the establishment of the attorney/client privilege.
4. 7.14 Reset of Criminal Cases Requests
 - a. New procedure on scheduling a hearing EARLIER than currently scheduled hearing.
 - b. Reset to a later date - **See Appendix B for new 1 page Setover Motion template.**
5. 7.16 Criminal Arraignments – No waiver of arraignment will be permitted for those who have not been fingerprinted or are DUII Diversion Eligible. See Appendix A for Template Letter to waive arraignment and attorney/defendant appearance. If counsel appears without defendant, not prior approval by court is needed.