

SUPPLEMENTAL
RULES OF THE MUNICIPAL COURT OF THE
CITY OF BEAVERTON

Effective November 1, 2020.

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1. GENERAL PROVISIONS

- 1.0 The City of Beaverton’s Court shall be hereafter known as the Municipal Court of the City of Beaverton, Washington County, Oregon. The acronym “BMC” is shorthand for Beaverton Municipal Court.
- 1.2 The Court shall be open for the transaction of business during regular business hours. Currently, the Court hours are 8:00 a.m. to 5:00 p.m. Monday- Friday excluding holidays and/or training events. The court is closed for lunch between 12:00 p.m. and 1:00 p.m. Additionally, Thursdays from 1:00 p.m. to 2:00 p.m., the court is closed for training and/or administrative business. Consult the City of Beaverton website for hours and closures. Occasionally, court staff are unavailable due to staff trainings or emergencies, including health, safety or weather closures.
- 1.4 The Court is located at the “Griffith Building” at 4755 SW Griffith Drive, Beaverton, Oregon. The mailing address is: P.O. Box 4755, Beaverton, Oregon 97076-4755. Court contact information is as follows: 503-526-2290 (P) and 503-350-4031(F).

Correspondence may be emailed to: courtmail@beavertonoregon.gov
Motions should be emailed to:
AllCourtMotions@beavertonoregon.gov

- 1.6 The official website for the City of Beaverton Municipal Court is <https://www.beavertonoregon.gov/172/Municipal-Court>.

2. STANDARDS FOR PLEADINGS AND DOCUMENTS

2.0 Assigning Docket Numbers

All misdemeanor filings shall be made by the City Attorney’s Office. Traffic violations and parking citations shall be filed by Beaverton Police Department or their designee. Code filings may be made by the Beaverton Police Department or by a city’s designated code officer. A case is considered filed when the complaint is electronically filed in e-court. All court filings after the original filing shall include the court case number.

2.2 Approval of Documents

All documents produced by the Court for any appearance in any case, including a judgment in a criminal case, shall be reviewed by all parties and approved prior to leaving the Court or within 24 hours, if the hearing is virtual. Any concerns that a document does not accurately reflect what

occurred at the proceedings shall immediately be reported to the court for clarification and correction, if needed.

3. DECORUM IN PROCEEDINGS

3.0 Formal Opening of Court

The Court shall be formally opened each morning, and again after each recess on days there is business to transact.

3.181 Media Coverage of Court Events

UTCR 3.180 as well as this supplementary rule applies to BMC.

At the Griffith Building, public access coverage is allowed outside of the courtroom in the following areas: in the main entryway to the building between the parking area and the front door and inside the building in the main lobby so long as it does not interfere with the security screening station. Video and still camera equipment may operate through the windows into the courtroom from the hallway. Any media coverage in any form must abide by the terms of UTCR 3.180.

In Beaverton Municipal Court, one pool video camera and one pool still camera and one pool tape recorder may be allowed and abide by UTCR 3.180(7). Pooled media coverage is always the rule in the hallway outside the courtroom. When public access coverage is allowed in the courtroom, it shall be through pooled video and tape recorder coverage unless otherwise ordered by the court. Pooled media coverage is the coverage described in UTCR 3.180. In addition to UTCR 3.180, this rule applies to any and all recording or transmittal of court proceedings by any electronic means.

Media shall request in courtroom recording in writing at least 24 hours prior to the hearing. The judge may limit recording of witnesses for good cause.

The judge handling the proceeding may authorize exceptions to this rule prior to court convening. Any media coverage should not disrupt or interfere with the proceeding.

3.182 Private Video, Camera or Recording of Court Proceedings

BMC is a court of record. Recordings of any proceeding will be made available to the public when requested. There is a nominal fee for recordings. Requests for waiver of this fee will be considered for good cause.

Video recording, still camera recording, tape recording or any other recording or transmittal of court proceedings by any electronic means by a private party, member of the public or a party in a case shall only be permitted with prior approval of the judge handling the court proceeding. Any request to record shall be made at least 24 hours prior to the hearing in writing. The decision to allow the recording is in the sole discretion of the Presiding Judge.

3.2 Flags in Courtroom

The flags of the United States and of the State of Oregon shall be displayed near the bench at all times court is in session.

3.4 Attorneys Shall Make Themselves Known to Court

Upon arrival in the courtroom, contact the court clerk to discuss the anticipated length of the matter so the clerk can schedule order of cases appropriately. Prior to the commencement of any matter, attorneys shall state their names, law firm connections, and bar number.

3.6 Proper Use of Court Chambers

Except when Court business is to be conducted and counsel for respective parties are present, counsel, parties and witnesses should not congregate in the Court's chambers, and should not use the facilities without the special permission of the Court.

3.8 Peaceful Functioning of Court

No person shall in any manner disturb the peaceful and proper functioning of the Court and Court proceedings, including the Court Clerk's windows/office, hallways, buildings and grounds of the Griffith Building. Security screen will be conducted pursuant to General Order of all persons entering the local court area.

4. PROCEEDINGS IN CRIMINAL/TRAFFIC CASES

4.0 Pre-Trial Motions

An attorney or party filing any motion in a criminal or violation case other than a motion to reset a matter must attach a memorandum of points and authorities. This includes motions from pro se traffic defendants. Points are concise statements of the arguments supporting the motion. Each point shall be followed by citations to relevant authorities in the style recommended by the UTCRs. Motions are due at least 14 calendar days

prior to the date of the motion hearing or date of trial unless good cause exists as to why the motion is submitted to the court less than 14 days.

If the court grants a request to accept a motion less than 14 days prior to trial, parties shall have all motion and trial witnesses available to conduct the motion the week of trial. A party requesting a trial delay due to a last-minute motion filing or witness unavailability shall be on the record with a thorough explanation as to why the witness is not available.

All parties filing a motion shall serve opposing counsel or, in the case of a pro se defendant in a traffic case, the officer who issued the citation unless it is a motion to reset a violation arraignment hearing.

File a motion to court by emailing it to:
AllCourtMotions@beavertonoregon.gov

For Reset/Reschedule Motions, see SR 7.14 and Appendix B for a one-page abbreviated request to reschedule template.

4.2 Certification of Motion

The signature of counsel or defendant, if pro se is required on a motion and acts as certification that the motion is well founded and not filed for the purpose of delay.

4.4 Discovery

Before any motion to compel production is filed by the defendant or the City Attorney in criminal matters, a demand must have been made for the materials. The motion shall include a statement that a demand was made and not complied with in whole or in part.

4.6 Motion and Affidavit for Change of Judge

Motions and affidavits to change assigned Judges, including pro tempore Judges, are waived unless they are filed with the Court Clerk at least 10 days prior to the trial or hearing date. Also see ORS 221.353 for statutory guidance on motions to disqualify a municipal judge for prejudice.

4.8 Pretrial Conferences

The Court shall schedule a pretrial conference (PTC) in every criminal case. The attorney and defendant shall be present in Court at the PTC. It is expected by the Court that prior to the PTC, the parties will have completed any investigations, plea negotiations and exchange of discovery.

4.10 Call Hearings

Cases set for jury trial will have a call hearing on the Monday before the trial at 10:30 a.m. If Monday is a holiday, call shall be on Tuesday. The defendant and counsel shall be present unless previously excused by the Court. Attorneys may request to appear at call via phone/video so long as prior arrangements with the court have been made.

4.12 Court Appointed Counsel

Unless the Court otherwise directs, counsel appointed by the court shall be considered discharged of his or her duties upon sentencing or if the defendant fails to appear at any court hearing except for obligation on appeal. Counsel shall provide the Court with fees incurred for attorney time and other indigent defense services at the time of sentencing or at the conclusion of a case in a matter other than sentencing.

6. TRIALS

6.0 Waiver of Jury Trial and Waiver of Counsel

In a criminal matter, the defendant must sign a written waiver of jury trial and/or representation by counsel before commencement of trial. Refusal to sign a waiver of jury trial and/or representation by counsel will be noted on the record through colloquy.

6.2 Peremptory Challenges

Peremptory challenges will be exercised in writing upon forms supplied by the Court or through an alternative means with permission of the court. The parties shall alternate in exercising peremptory challenges with the defendant challenging first in a criminal case. Each party is permitted three peremptory challenges per trial.

6.4 Examination of Witness by More Than One Attorney

Examination of a witness by more than one attorney for each party shall not be permitted unless, for good cause shown, the Court in its discretion waives this rule.

6.6 Opening Statements

In opening statements, attorneys shall limit their remarks to a summary of proposed evidence and shall avoid argument concerning the case or the law.

6.7 Evidence Submitted in an Electronic Format

As listed in the Order adopting these supplementary Rules of the Beaverton Municipal Court, Chapter 6 of the Oregon Judicial Department Uniform Trial Court Rules (UTCRC) is applicable in the Beaverton Municipal Court. This includes Rule 6.190 of Evidence Submitted in an Electronic Format. By this supplementary rule the following supplements UTCRC 6.190.

The party presenting electronic evidence must have the evidence presented in a format that can be preserved as presented. This medium is to be marked and offered as an exhibit. The evidence format can include, but is not limited to, a CD, thumb drive, photo video, document or other technology. Any exhibit is subject to the rules of evidence for admissibility.

6.8 Closing Arguments

Attorneys shall direct closing arguments to the evidence and shall not discuss personal opinion or matters not in evidence.

6.10 Explanation of Proceedings to Jurors

In jury cases, after sustaining a dismissal of the case before verdict, the judge, in dismissing the jury, should, without discussion of the facts, briefly explain the procedure and why a judgment of dismissal was necessary.

6.12 Attorneys as Witnesses

If any attorney shall offer themselves as a witness and give evidence on the merits of their client's cause in the trial of any case, they shall not be permitted to argue the case to the court or jury, except upon permission given by the Court.

6.14 Arguments on Motions and Objections During Trial

During the course of a trial, no argument will be allowed on any objection or motion except when the Court indicates that it desires to hear argument.

6.16 Jury Instructions

A list of jury instructions and a list of potential witnesses shall be provided to the Court by each party no later than Wednesday at 12:00 PM prior to the trial date.

If a proposed uniform jury instruction requires alternative/specialized language to be inserted into the instruction, the party requesting the

instruction shall file a proposed jury instruction with the proposed inserted language with the court.

Special jury instructions requests shall also be submitted to the court with proposed instruction language. Uniform instructions that do not contain any specialized language simply need to be listed by its uniform instruction number as contained in the most recent version of Oregon's Uniform Jury Instructions.

7. CASE MANAGEMENT AND CALENDARING

7.0 Criminal Matters Have Priority

All criminal matters shall be set for trial and heard and determined at the earliest possible time. Continuance in criminal matters shall be granted only upon a showing of good cause.

7.2 Consolidation of Charges for Trial/Co-Defendants

Multiple charges against a defendant arising from the same episode and the case of multiple defendants stemming from the same episode shall be consolidated for trial unless a motion for segregation has been filed and allowed. Charges from different episodes shall not be consolidated other than on stipulation of the parties.

Co-defendants will be tried jointly unless a party requests severance for good cause. The court will consider a victim's interest in a joint trial.

7.4 Trial Calendar

The Court Clerk shall schedule all trials on the Court calendar. Cases shall be set for trial when directed by the Municipal Judge. Written notice of the date and time for each trial shall be provided to each attorney and party.

7.6 Jury Trials

Jury trials shall be heard on a trial day with the oldest case scheduled first. This order shall be set at the call hearings. The oldest case will be determined by reference to the date of case filing. When a defendant is in custody, the case will have scheduling priority. Exceptions can occur on a showing of good cause.

7.8 Time of Jury Trials

Jury trials begin at 9:00 a.m. each trial day. Attorneys for the defendant must advise the Court at call if a jury is to be waived. A jury can only be waived in writing.

7.10 Notice of Representation

Defense counsel must notify the Court and the City Attorney of their representation with 2 business days of the establishment of an attorney-client relationship.

7.14 Reset of Criminal Cases

Request for a reset in a criminal case must be made by one of two ways (1) oral motion during a court proceeding or (2) abbreviated written motion filed with the court. Reset requests may be emailed to: AllCourtMotions@beavertonoregon.gov. If a jury trial has been scheduled, the motion to reset must be made by the call hearing.

See Appendix B for a Reset Motion Template. The following shall be included in the motion:

- opposing party's position on the request
- a clear, concise basis for the request; and
- inclusion of how many previous reset requests have been granted on the case.

Rescheduling requests made by a party to move a hearing to an **EARLIER hearing date** may be made by emailing the court with the request after the following occurs:

1. Consult with opposing counsel prior to contacting the court to confirm there is no objection, including victim notification issues; and
2. Once rescheduled by clerk staff, defense counsel understands they will notify the defendant of the new hearing date; and
3. The request is submitted at least by 12:00 pm the day prior to the requested new hearing date.

7.16 Criminal Arraignment

Waiver of Defendant's Appearance - A criminal arraignment normally occurs with either the attorney or the defendant or both present. **Unrepresented defendants must always appear at arraignment.**

If the represented defendant has not been fingerprinted for every single charged crime, the defendant must appear with counsel at the arraignment hearing (sometimes docketed as a "bail/release hearing").

Otherwise, if represented by an attorney, defendant does not need to appear at arraignment. No prior approval of the court is necessary.

Waiver of Arraignment (no appearance by counsel or defendant) – **Unrepresented Defendants may not waive Arraignment.** If represented, Counsel may waive arraignment so long as the waiver is in writing and complies with the following:

- the defendant has already been fingerprinted for each of the charges on the Complaint or has scheduled a fingerprint compliance appointment within 2 weeks of the arraignment date; and
- the letter from defense counsel is submitted to the court at least 12:00 PM the day before the scheduled arraignment. The waiver of arraignment will not be accepted unless it conforms to the content found in the court’s **“Waiver of Arraignment” letter template found in Appendix A of this document.** Counsel shall include available dates for the scheduling of the pre-trial conference hearing in the waiver document.

If an arraignment is waived and the Defendant is DUII Diversion eligible, the PTC should be set within 30 days of the scheduled arraignment. If the Defendant is B-SOBR eligible, schedule an IDA evaluation within 1 week of the arraignment date and set the PTC on the BSOBR Thursday 11:00 AM docket no later than two weeks after the IDA is completed.

The court authorizes court clerks to process Waiver of Arraignment requests or motions using the judge’s signature stamp if the documents comply with this rule.

7.18 Reset of Violation Cases

Request to reset a violation shall be made within two (2) days of the scheduled hearing with the exception of an arraignment hearing in which case reset requests must be received by the date and time of the arraignment. Each party will be permitted one reset request each. The clerk may reschedule any hearing up to thirty (30) days so long as the request is received within the reset filing deadlines listed above and the party has not previously been granted a reset. Otherwise, reset requests shall be given to the judge to review.

When an attorney represents a violation defendant, a reset request must be made by motion supported by affidavit. The affidavit shall set forth specific factual information explaining the request.

When the defendant is not represented by an attorney, a reset request shall be made in writing (letter or email is permitted) and submitted within two (2) days of the scheduled hearing. The request must contain specific

factual information supporting the reset request. See Appendix C for a Motion to Reset Hearing template (Pro Se Only).

7.20 Modification of Sentence Obligations

Any request to modify a sentence in a criminal case must be made in writing and submitted to the court. A request to modify a violation may be made in writing or orally in traffic open court.

7.22 Exceptions

Consideration of special requests to modify a sentence obligation shall be solely at the discretion of the judge and any exception granted will be limited to that single request.

7.24 Appearance by Simultaneous Electronic Transmission

A defendant in custody shall appear by simultaneous electronic transmission for any hearing if it is available at the jail or correctional facility. Simultaneous electronic transmission also includes telephonic transmissions.

The court may permit a party to appear via simultaneous electronic transmission or phone if requested in writing within two (2) days of the hearing. The judge may also require appearance of all parties by simultaneous electronic transmission for good cause, including but not limited to a city, county or state emergency.

21. FILINGS AND SERVICE BY ELECTRONIC MEANS

21.0 General

Beaverton Municipal Court has an electronic file system that differs from any system in the courts for the State of Oregon, and our system differs in content and practice. The court's electronic file system is called e-court. As the court develops new electronic file systems, parties may be directed to file court documents via electronic means only.

21.2 Definitions

- (1) Filing: The process of a document becoming a court record. A document is filed when it is electronically filed into the case management system. Once a case has been opened, an additional filing can be done by scanning into the case management system or delivering the file to the court. The preferred method of delivery is through electronic means.

- (2) Electronic: A broad term covering any of the following – email, fax, telephonic, text, scan, e-printed, e-filed. When a more specific term is used (such as “fax”) then that specific type of electronic designation exclusively applies.

21.4 Opening a Case

Original opening of a case in e-court begins with the creation of a new case in the case management system. Currently, original filings are made by the City Attorney’s Office, Code Services and Beaverton Police Department.

21.6 Filings in An Existing Case

Texting or telephonic submissions are not methods approved by the court for filing. Fax may be accepted transmissions; however, the court may refuse to accept a fax as a filing if in the determination of the judge or court staff, the fax is not of sufficient quality. Risk pertaining to quality of the fax and receipt by the court are borne solely by the party attempting to file by fax. A document is not accepted until scanned into the case management system by court staff and approved in scanned form as sufficiently legible.

21.8 Electronic Signatures

The Uniform Electronic Transactions Act, ORS 84.001 to 84.061 is applicable in Beaverton Municipal Court.

21.10 Electronic Filing of Violation Complaints and Criminal Citations (E-citations)

- (1) E-citations are authorized to be filed in the court by the agencies departments as designated in section 21.4 above. Filing is as defined in section 21.2 above.
- (2) The understanding for filing E-citations is with the agencies set out in section 21.4 above and the understanding is that E-citation filing will be conducted consistent with current practices in place as used in the court’s case management system set out in all of Rule 21 here in.
- (3) The SRBMC 21 is to comply with ORS 153.770. ORS 153.770 (2) is satisfied by the procedures for filing electronic complaints as used in the court’s current case management system.
- (4) The electronic filing of criminal citations and complaints as described in ORS 133.073 is authorized. Filings are to occur in procedure as set forth above for the court’s case management system. For traffic violations and crimes the uniform violation citation and uniform criminal citation with or without complaint, as described in ORS 1.525, shall be used. All other criminal complaints shall be filed on a form of complaint as used by the City Attorney’s office.

- (5) The maximum number of offenses that may be filed on a uniform citation or complaint is three (3). Multiple uniform citations or complaints may be used. The number of crimes or offenses on a complaint form prepared by the City Attorney's Office is without limit.
- (6) This rule is intended to fully comply with UTCR 4.090.

APPENDIX OF FORMS

Appendix A: Waiver of Arraignment Template

The Honorable Judge Britton
Beaverton Municipal Court
PO Box 4755
Beaverton, OR 97076
VIA Email: Allcourtmotions@beaveronoregon.gov

DATE

RE: State v. _____
Misdemeanor arraignment set for 07/02/2012 at 1:00 p.m.
Citation #:
Arraignment Waiver and Acknowledgement

Dear Judge Britton,

Please accept this notice that The Law Offices of Private Attorney represents Mr. Miles in his misdemeanor case, which is set for arraignment on July 2, 2012. We request that his case be arraigned via this letter.

I certify that I have fully explained all matters set forth herein, and pertaining hereto, to the defendant. I further state to the court that I have explained to the defendant his right to be arraigned in person and his right to have me represent him at arraignment.

I further certify to the court that my client hereby knowingly, voluntarily, and intelligently waives these rights after a full and complete explanation of each and every one of them by me.

I further certify that my client is diversion eligible and if he wishes to enter diversion, he must do so within 30 days of the arraignment date.

On behalf of Mr. Miles: I acknowledge receipt of the charging instrument; elect to proceed as truly named in said charging instrument; waive reading of the instrument and advisement of rights; reserve the right to move against the instrument at a later date; enter a plea of not guilty and would like to schedule the case in the normal course. **I have also confirmed that Mr. Miles has been fingerprinted on all charges in the charging document or is scheduled to be fingerprinted within two weeks of this letter.**

I request to set this case for pretrial conference on the morning docket of _____, 2019. I am unavailable on the following dates: _____. A copy of this letter has been forwarded to the Office of the City Attorney via US Mail and facsimile.

Please note that Mr. Miles' mailing address is: _____

Please do not hesitate to call me with any questions or concerns.

Best Regards,

APPENDIX B: MOTION TO RESET HEARING (CRIMINAL CASE)

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

STATE OF OREGON,)	CASE NO. 7000xxxx
Plaintiff,)	
)	
)	
vs.)	MOTION TO RESET HEARING
)	WHEN STATE HAS NO
)	OBJECTION
)	
INSERT NAME OF DEF)	
)	
)	
Defendant)	

COMES NOW, the Defendant, through counsel, in the above entitled matter, hereby moves this court to set-over the pre-trial conference hearing on April 15, 2019 because

(give detailed reason). This is the defendant's first set-over request.

I further certify that I have consulted with opposing counsel who does/does not object to this request and I have served via _____(method used to serve) an exact copy of this Motion to the State on _____(date you served).

Respectfully submitted on _____.

Signature Info

ORDER

IT IS HEREBY ordered that Defendant's motion is Granted ___ OR Denied ___.

Dated the ___ day of _____, 20__.

Municipal Judge

APPENDIX C: MOTION TO RESET HEARING (TRAFFIC AND VIOLATIONS)

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

STATE OF OREGON,)	CASE NO. _____
Plaintiff,)	
)	
)	
vs.)	MOTION TO RESET HEARING
)	
INSERT NAME OF DEFENDANT)	
Address)	
)	
Defendant)	

COMES NOW, the Defendant, in the above entitled matter, hereby moves this court to set-over the hearing currently scheduled on April 15, 2019 because

(give detailed reason). This is the defendant's first set-over request.

I have served Officer _____ via mail _____ fax _____ e-mail _____) an exact copy of this Motion on _____ (date you served). THIS SENTENCE IS NOT REQUIRED IF YOU ARE REQUESTING TO RESET YOUR ARRAIGNMENT.

Respectfully submitted on _____ (insert date you submit to the court).

Name of Defendant
Address/Phone

ORDER

IT IS HEREBY ordered that Defendant's motion is Granted ___ OR Denied ___.

Dated the _____ day of _____, 20____.

Municipal Judge
By Clerk: _____