

## **GENERAL INFORMATION REGARDING THE SALEM MUNICIPAL COURT RULES (SMCR)**

### Governing Laws and Code Pertaining To The General Powers of Oregon

#### Municipal Courts

Salem Revised Code (SRC) 4.060 authorizes the Municipal Judge to adopt rules which facilitate “the prompt and orderly conduct” of court business. The Salem Municipal Court Rules are issued under that authority and are binding on all court participants.

Pursuant to Oregon Revised Statutes (ORS) 1.010, courts have seven powers to aid in the administration of Court justice and proceedings. This statute states:

Every court of justice has power:

- (1) To preserve and enforce order in its immediate presence.
- (2) To enforce order in the proceedings before it, or before a person or body empowered to conduct a judicial investigation under its authority.
- (3) To provide for the orderly conduct of proceedings before it or its officers.
- (4) To compel obedience to its judgments, orders and process, and to the orders of a judge out of court, in an action, suit or proceeding pending therein.
- (5) To control, in furtherance of justice, the conduct of its ministerial officers and of all other persons in any manner connected with a judicial proceeding before it, in every matter appertaining thereto.
- (6) To compel the attendance of persons to testify in an action, suit or proceeding pending therein, in the cases and manner provided by statute.
- (7) To administer oaths in an action, suit or proceeding pending therein, and in all other cases where it may be necessary in the exercise of its powers or the performance of its duties.

## CHAPTER 1 – GENERAL PROVISIONS

### 1.010 SCOPE OF THESE RULES

- (1) Effective January 3, 2023, these rules apply uniformly to all proceedings in Salem Municipal Court except those proceedings and actions specified in SMCR 1.010(3) or proceedings and actions for which a limited application is specifically provided by these rules.
- (2) These rules shall be construed so as to achieve consistency with ORS and SRC provisions and to promote the just, speedy and cost effective adjudication of every proceeding and action as well as the efficient use of judicial time and resources.
- (3) Chapters 2 to 7 of the SMCR do not apply to violation or parking violations, except that SMCR 7.050 applies to all cases that may be subject to a federal bankruptcy stay;
- (4) These rules apply to attorneys and to persons representing themselves.

### 1.020 AMENDMENT OF THESE RULES; EFFECTIVE DATE

- (1) The SMCR may be amended by order of the Municipal Judge.
- (2) Proposed amendments to the SMCR will be posted on the Salem Municipal Court website:  
<https://www.cityofsalem.net/government/municipal-court>  
The public will have a 30-day period for comment, unless otherwise ordered by the Municipal Judge.
- (3) The effective date of any amendments to the SMCR shall be 30 days from the date the proposed rule is published on the Municipal Court website, unless otherwise ordered by the Municipal Judge.
- (4) When either of the time limits set forth in subsections (2) and (3) of this rule have been waived by order of the Municipal Judge, the amendments shall be posted for public comment as soon after adoption as is practicable.
- (5) The Court Administrator or designee shall serve as the SMCR Reporter and may correct typographical errors, grammatical errors, and inaccurate website addresses if the correction does not change the substance of the rule. The Court Administrator shall give appropriate notice of corrections to the public.

### 1.030 TRANSITION TO THESE RULES

On their effective date, these rules, and any amendments, shall apply to all actions and proceedings pending on or commenced after that date, except to the extent that, in the opinion of the court, application of the amendments in a particular action pending when the amendments take effect would not be feasible or would work injustice, in which event, the former procedures apply.

### 1.050 ENFORCEABILITY OF LOCAL PRACTICES

When any local practice of the Salem Municipal Court is not contained in its adopted court rules, 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.

### 1.080 FORMAT AND LOCATION OF COURT RULES

- (1) The SMCR must be numbered as closely as possible to and in the same chapter as related UTCR.
- (2) Rules will be maintained pursuant to SRC 4.060 (b).

### 1.090 SANCTIONS

- (1) For failure to file a pleading or other document in the manner, the form or within the time period required by these rules, the court may strike the pleading or document.
- (2) For willful and prejudicial resistance or refusal to comply with these rules, the court, on its own motion or on the motion of a party after opportunity for a hearing, may do any of the following:
  - a) Assess against the noncompliant party or attorney or both reasonable costs, expenses and attorney fees incurred by a party, attorney or the court.

- b) Otherwise award reasonable costs, expenses and attorney fees incurred by a party, attorney or the court.
- c) Strike the offending pleading or other document.
- d) Such remedies as justice requires

## 1.100 RELIEF FROM APPLICATION OF COURT RULES

Relief from application of these rules in an individual case may be given by a judge on good cause shown if necessary to prevent hardship or injustice.

## 1.110 DEFINITIONS

As used in these rules:

- (1) Party means a litigant or the litigant's attorney.
- (2) Court Administrator means the court administrator, the administrative officer of the records section of the court, and where appropriate, means court clerk.
- (3) Days mean calendar days, unless otherwise specified in these rules.

## 1.130 TIME COMPUTATION

[ORCP 10](#) shall be followed in computing any time period prescribed by these rules.

## 1.150 HOURS OF COURT OPERATION

- (1) The Salem Municipal Court, located in City Hall, 555 Liberty St. SE, Salem, Oregon, is generally open to conduct business between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays.
- (2) Hours may be modified to conduct court business as ordered by the Municipal Judge.

## 1.160 FILING OF DOCUMENTS IN COURT

Filings are accepted at the Salem Municipal Court located at 555 Liberty St. SE, Salem, Oregon. Filings delivered to a judge outside of a court proceeding, judge's staff, judge's mailbox, or chambers are not considered filed until it is received by the court administrator or designee.

## 1.161 ELECTRONIC FILING OF COURT DOCUMENTS

- 1) As used in these rules:
  - a. "Electronic citation" means a violation complaint, or a criminal complaint electronically filed in Salem Municipal Court by a filing agency pursuant to ORS. 153.770 or ORS 133.073.
  - b. "Filing agency" means a law enforcement agency, City Prosecutor, Defense attorney, or a parking enforcement agency filing an electronic citation.
  - c. "Electronic filing" includes all documents received via email, fax, or through some other electronic means approved by the Court Administrator.
  - d. "Court Administrator" means the court administrator for the municipal court.
- 2) Requests for authorization to use electronic citations must be submitted to the Court Administrator.
- 3) The Court Administrator will establish appropriate conditions and procedures to be followed by a court and its partners in an electronic filing program to assure that the process for electronic filings can be accommodated by the court's systems and computer technology.
- 4) The transmission of information and images as provided in this rule must be tested and fully comply with the system requirements for electronically uploading documents to the Salem Municipal Court information systems.
- 5) A filing agency must satisfy all the following requirements when filing an electronic document in municipal court:

- a. For a violation complaint, the electronic citation information must include all of the information required by ORS 153.770(2)(a).
  - b. For a criminal complaint, the electronic citation information must include all of the information required by ORS 133.073(2)(a).
  - c. A criminal citation with a form of complaint must not be filed until after the City Prosecutor has conducted the review required by ORS 133.069(2).
  - d. A criminal citation or complaint must not combine a Driving Under the Influence of Intoxicants with any other charge.
  - e. The agency must transmit to the court an image of the electronic citation for public inspection under ORS 153.770(2)(c) and ORS 133.073(2)(c).
  - f. For all notices and motions the document shall comply with Salem Municipal Court Rules.
  - g. All electronic citations must contain a unique identification number for the law enforcement or parking enforcement officer issuing the citation, the officer's name, the officer's eSignature, and the identity of the agency employing the officer.
  - h. The filing agency must number the electronic citation using a number series approved by the court administrator.
  - i. The filing agency must assign to the citation a unique number that does not duplicate the number on any electronic citation previously filed by the filing agency.
  - j. The agency must transmit to the court an image of the electronic citation for public inspection under ORS 153.770(2)(c) and ORS 133.073(2)(c).
- 6) Subject to the restrictions under ORS 133.066(4) and (5) regarding the types of offenses that can be included in an electronic document, an electronic citation may contain up to ten offenses on a single document, for the same defendant and incident.
  - 7) All electronic documents are deemed filed at the time the information of the citation is entered in the register of the court. Documents received after 4 pm on

a Municipal Court business day will be file stamped with the following business day's date.

- 8) The party filing documents electronically is responsible for ensuring the document was received and filed in a timely manner and according to pertinent deadlines. The court is not responsible to provide acknowledgements for documents sent electronically.
- 9) The court may scan uniform traffic citations filed in paper format, along with any supporting documentation and correspondence, and reformat them to an electronic record.
- 10) The court may issue judicial decisions and signatures electronically and may affix a judge's signature by electronic means.
- 11) Documents that are electronically filed or manually scanned - including those to which additional information, judicial orders, judgments, and judicial signatures have been added are the original and legal court record.
- 12) All electronic filings sent via email must be sent to SalemMunicipalCourt@cityofsalem.net or faxed to 503-588-6441. Documents sent to other email addresses will not be accepted.
- 13) Any filing requiring a filing fee (i.e. motions to set aside) will not be accepted via electronic filing.
- 14) Electronic documents over 20 pages in length shall not be submitted electronically. Page count includes the motion and all attachments.

## 1.170 COURT WEBSITE

The website for the Municipal Court is located at

<https://www.cityofsalem.net/government/municipal-court>

## 1.200 INFORMATION ON FREE OR LOW-COST LOCAL LEGAL SERVICES

Information on free or low-cost legal services in Marion County and the Salem area can be found at the Oregon State Bar website (<http://www.osbar.org/public>).

## CHAPTER 2 – STANDARDS FOR PLEADINGS AND DOCUMENTS

### 2.010 FORM OF DOCUMENTS

The form of all documents, including pleadings and motions, except where a different procedure is specified by ORS, SRC or rule, must be:

#### (1) Definitions

- a) Document, as used in this rule, means every paper filed in any type of proceeding.
- b) Printed document means documents wholly or partially printed.

#### (2) Size of Documents

- a) All documents, except exhibits, must be prepared on letter-size (8 ½ x 11 inches) paper, except that smaller size paper may be used for bench warrants, commitments, uniform citations and complaints and other documents otherwise designated by the court.

#### (3) Documents Must be Printed or Typed

- a) All documents must be printed or typed; except that blanks in preprinted forms may be completed in handwriting and notations by the court administrator or judge may be made in handwriting.

#### (4) Spacing, Paging and Numbered Lines

- a) All pleadings, motions and requested instructions must be double-spaced and prepared on paper with numbered lines.
- b) All other documents may be single spaced and the lines need not be numbered.
- c) On the first page of each pleading or similar document, not less than two inches at the top of the page shall be left blank.
- d) All documents, except exhibits, shall be prepared with at least a one-inch margin on all sides.

#### (5) Signature

- a) The name of the party or attorney signing any pleading or motion must be typed or printed immediately below the signature. All signatures must be dated.

#### (6) Attorney and Litigant Information



- a) All documents must include the author’s name, address, telephone number, fax number, if any, and, if prepared by an attorney, the name, e-mail address, and the Bar number of the author and the trial attorney assigned to try the case. Any document not bearing the name and Bar number of an attorney as the author or preparer of the document must bear or be accompanied by a certificate in substantially the form set out in Form 2.010.7 in the [UTCR Appendix of Forms](#).

(7) Exhibits

- a) When an exhibit is appended to a filed document, each page of the exhibit must be identified by the word “Exhibit” or “Ex” to appear at the bottom right-hand side of the exhibit, followed by an Arabic numeral identifying the exhibit. Each page number of the exhibit must appear in Arabic numeral immediately below the exhibit number;
- b) e.g.: “Exhibit 2  
(a) Page 10”
- c) Exhibits appended to a pleading may be incorporated by reference in a later pleading.

(8) Information at Bottom of Each Page

- a) The name of the document, and the page number expressed in Arabic numerals, must appear at the bottom left-hand side of each page of each document.

(9) Caption

- a) Each document submitted to the court for filing must include a caption located near the top of the first page that identifies the following:
  - i Salem Municipal Court;
  - ii The names of the parties;
  - iii An identification of the parties’ roles;
  - iv The court case number; and
  - v A document title that identifies the document being filed, for example, “Complaint,” or “Motion to Stay.” Except for the complaint or petition initiating the case, or the initial answer or response, the document title must identify the filing party, for example, “Defendant’s Motion to Suppress.” When there are multiple parties on a side, the party submitting the document must be suitably identified.

- b) When a document applies to more than one case number for the same party, all case numbers must be listed in the caption or attached as an addendum to the document.

#### (10) Orders, Judgments or Writs

- a) The judge's signature portion of any order, judgment or writ prepared for the court must appear on a page containing at least two lines of the text. Orders, judgments or writs embodying the ruling of a particular judge must have the name of the judge typed, stamped or printed under the signature line.
- b) If the order, judgment or writ is prepared by a party, the name and identity of the party submitting the order must appear therein, preceded by the words "submitted by."
- c) Motions and orders may be submitted as a single document only if the motion is stipulated, subject to *ex parte* ruling, not contested or otherwise specifically allowed. Motion and order of dismissal, continuance, or to withdraw may be submitted as a single document. Any other motions must be submitted as a separate document from any proposed form of order deciding the motion. A motion submitted as a single document with an order may not be filed unless the order has been ruled upon and signed by a judge.
- d) When allowed to be submitted as a single document under paragraph (c) of this subsection, motions and orders submitted as a single document must contain a double solid line across the page separating the motion portion of the document from the order portion. The caption of the document must be labeled "Motion xxxxxxx and Order" in the upper right-hand corner of the document. The full description of the motion must be included in the title. The order portion must be clearly labeled "Order" in the upper left-hand corner of the order portion of the document. A 2-inch by 2-inch space must be provided below the double solid line in the upper right-hand corner of the order portion for the file/date stamp of the order. The order portions must be written as clearly and simply as possible. Where appropriate, the order must consist of only two check boxes as follows: one for allowed, the other for denied. Where such check boxes are used in the order portion, they must be placed above the standard date and signature lines.

#### (11) Citations

- a) In all matters submitted to the Salem Municipal court, a party shall use the citation practices set out in the most current version of the Oregon Appellate Court's style manual, or the Harvard Law Review Association's, The Blue Book – A Uniform System of Citation, when the Oregon Appellate Court Style Manual does not apply. cases cited from Salem Municipal Court must be cited as City of Salem v. Blank, case number YYYY- \_\_\_\_\_ CR.

(12) Notice of Address, Telephonic Number, or Email Address Change

- a) An attorney or unrepresented party whose address or telephonic number changes must immediately mail or deliver notification of such change to the Salem Municipal Court, Court Administrator and all other parties.

(13) Application to Court Forms

- a) Forms created by the Salem Municipal Court are not required to comply with the provisions of UTCR 2.010(4) or (8) where the Salem Municipal court determines variation from those provisions will promote administrative convenience for the court or parties. Such forms and exact copies of such forms may be used and submitted to the Salem Municipal Court without challenge.

## 2.020 CERTIFICATE OF SERVICE

(1) A Certificate of service must include:

- a) If the opposing party was served by facsimile pursuant to ORCP 9F, the telephone number at which the party was served.
- b) If the opposing party was served by email pursuant to ORCP 9G, the email address at which the party was served.
- c) If the opposing party was served by any other means, the physical address or postal address at which the party was served, as applicable.

- (2) When a summons or other civil process is served by one other than a sheriff or deputy sheriff, the certificate of service must include the name, telephone number and address of the person who served the summons or process.

## 2.030 MATTERS UNDER ADVISEMENT MORE THAN 30 DAYS

- (1) If any judge or Pro Tem judge shall have any matter under advisement for a period of more than 30 days, it shall be the duty of all parties to call the matter to the court administrator or designee's attention forthwith, in writing.
- (2) If the matter remains under advisement for 60 days, all parties are required to call the matter to the judge's attention forthwith, in writing, with copies to the presiding (elected) judge.

## 2.080 COMMUNICATION WITH COURT

- (1) Except as exempted by ORS, UTCR 2.100, or UTCR 2.110, when written communication is made to the court, copies must simultaneously be mailed or delivered to all other parties and indication made on the original of such mailing or delivery.
- (2) All written communication to the court shall refer to the title of the case and the case number.

## 2.090 FILINGS FOR CONSOLIDATED CASES

Cases that are consolidated are consolidated for the purposes of hearing or trial only. All pleadings, memoranda, and other documents applicable to more than one file will be filed in each case under existing captions and case numbers unless otherwise ordered by the court. Unless otherwise ordered by the court, any document applicable to only a single file will be singly filed. It is the duty of counsel to provide the court administrator with sufficient documents to allow filings consistent with this rule or a court order pursuant to this rule.

## 2.120 AFFIDAVITS

Unless otherwise mandated by statute, a declaration under penalty of perjury, in substantially the same form as specified in ORCP 1 E, may be used in lieu of an affidavit required or allowed by these rules.

## **CHAPTER 3 – DECORUM IN PROCEEDINGS**

### **3.010 PROPER APPAREL**

- (1) All persons attending the court must be dressed so as not to detract from the dignity of court. Members of the public not dressed in accordance with this rule may be excused from the courtroom.
- (2) When appearing in court, all attorneys and court officials must wear appropriate attire.

### **3.020 PROPER APPAREL FOR INCARCERATED WITNESSES AND DEFENDANTS APPEARING IN CRIMINAL PROCEEDINGS**

Incarcerated witnesses and defendants appearing for trial must be dressed in neat, clean civilian clothing, unless otherwise ordered by the court.

### **3.030 MANNER OF ADDRESS**

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 ADVICE TO CLIENTS AND WITNESSES OF COURTROOM FORMALITIES**

Attorneys must advise their clients and witnesses of the formalities of the court and must encourage their cooperation. Unrepresented parties must similarly advise their witnesses and encourage their cooperation.

### **3.050 PROPER POSITION OF PARTIES BEFORE COURT**

Parties must:

- (1) rise from their positions at counsel table and remain standing while addressing the court or the jury, except during voir dire.
- (2) not approach the bench except by permission.
- (3) be allowed to move freely about the courtroom during trial unless otherwise instructed by the court.

### **3.060 DEFENDANT IN CRIMINAL TRIAL**

During arraignment, plea and sentence, the defendant must stand unless otherwise permitted by the court.

### **3.070 PERSONS PERMITTED WITHIN BAR OF COURT**

- (1) Except as otherwise permitted by the court, during 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.
- (2) Unless specifically excluded by the court, during arraignment on criminal matters, a legal assistant, paralegal or third year certified law clerk may be permitted within the bar of the courtroom to assist the city attorney, assistant city attorney or defense attorney in facilitating the arraignment process and providing discovery.

### **3.080 PROCEDURES FOR SWEARING WITNESSES**

The swearing of witnesses shall be conducted as a serious ceremony and not as a mere formality.

### **3.100 PROPER USE OF COURT CHAMBERS**

Except when court business is being conducted, parties must not congregate in the court's chambers or use the facilities or the court's entryway between the chambers and the bench without the permission of the court.

### 3.110 CONFERENCES IN CHAMBERS

Conferences may be conducted in chambers and shall be conducted without litigants present unless required by the court, requested by a party or otherwise required.

### 3.120 COMMUNICATION WITH JURORS

(1) Except as necessary during trial, and except as provided in subsection (2), parties, witnesses or court employees must not initiate contact with any juror concerning any case which the juror was sworn to try.

(2) After a sufficient showing to the court and on order of the court, a party may have contact with a juror in the presence of the court and opposing party when:

- a) there is a reasonable ground to believe that there has been a mistake in the announcing or recording of a verdict; or
- b) there is a reasonable ground to believe that a juror or the jury has been guilty of fraud or misconduct sufficient to justify setting aside or modifying the verdict or judgment.

### 3.130 DISCLOSURE OF RELATED MATTERS WHEN SEEKING COURT ORDER

When a party seeks to obtain an order from a judge, the party must inform that judge of any ruling, hearing or application for a ruling or hearing before any other judge that concerns the subject of the order requested.

### 3.140 RESIGNATION OF ATTORNEYS

(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 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.

- (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) 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. That attorney shall be deemed to be the attorney of record unless that attorney otherwise notifies the court.

### 3.141 ATTORNEY OF RECORD IN PENDING CASES

When one attorney is substituted for another, the filed and served notice of substitution is sufficient to change the attorney of record.

### 3.150 NO REACTION TO JURY VERDICT

After the jury returns a verdict, all persons present in the courtroom must remain seated until the jury has left the room and must refrain from visibly or audibly reacting to the verdict in a manner which disrupts the dignity of the courtroom.

### 3.160 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 verdict was unnecessary.

### 3.180 MEDIA OR OTHER PUBLIC ACCESS COVERAGE OF COURT EVENTS

(1) Public Access Coverage Defined. As used in this rule:

- a) "Public access coverage" means coverage by means of any public access coverage equipment.
- b) "Public access coverage equipment" means any of the following in the possession of person other than the court or the court's staff; television equipment; still photography equipment; audio, video, or other electronic recording equipment.



- (2) Courtrooms. Upon request or on the court's own motion, after notice to all parties, public access coverage shall be allowed in any courtroom, except as provided under this rule.
- a) All news media personnel must request permission in advance to take photographs, films, or audio or video recordings in areas under the Court's control and supervision.
  - b) Requests for media access shall be made to the Court Administrator at least 30 minutes prior to routine trials or hearings and by 3:00 PM of the preceding day for major trials.
  - c) Persons who are not members of the news media may not take films, photographs, or audio or video recordings of Court proceedings without special approval from a judge.
- (3) There shall be no media or public access coverage of the following:
- a) Proceedings in chambers.
  - b) Any notes or conversations intended to be private, including, but not limited to, counsel and judges at the bench and conferences involving counsel and their clients.
  - c) Voir dire.
  - d) Any juror anywhere during the course of the trial in which he or she sits.
  - e) Recesses.
- (4) Limitations on Denial of Public Access Coverage in Courtrooms. A judge may deny a request for or terminate public access coverage only if the judge makes findings of fact on the record setting forth substantial reasons for the denial. The judge may prohibit public access coverage if there is a reasonable likelihood of any of the following:
- a) The public access coverage would interfere with the rights of the parties to a fair trial or would affect the presentation of evidence or outcome of the trial.

- b) Any cost or increased burden resulting from the public access coverage would interfere with the efficient administration of justice.
- (5) A judge may summarily prohibit public access coverage of a particular witness only if the judge finds on the record that public access coverage would endanger the welfare of the witness or materially hamper the witness' testimony.
- (6) Equipment and Personnel for Public Access Coverage. The court may limit the location of public access coverage equipment. One pool video camera and one pool still camera and one pool tape recorder shall be permitted.
- a) No public access device shall be operated by more than one person.
  - b) No person shall use public access coverage equipment that interferes or distracts from proceedings in the court room.
  - c) The video camera must be mounted on a tripod or other device or installed in the courtroom. The tripod or other device must not be moved while the proceedings are in session. Video equipment must be screened where practicable or located and operated as directed by the court.
  - d) No artificial lighting devices of any kind shall be allowed.
  - e) Any pooling arrangement required by limitations on equipment and personnel imposed by the judge or by this rule must be the sole responsibility of the persons seeking public access coverage, without calling upon the judge to mediate any disputes involved therein.
- (7) A judge may impose other restrictions or limitations necessary to preserve the solemnity, decorum, and dignity of the court and to protect the parties, witnesses, and jurors.
- (8) Nothing in this rule is intended to limit the court's contempt powers.

### 3.182 **PERSONAL COMMUNICATION DEVICES**

- (1) Definition: For purposes of this rule, personal communications devices include, but are not limited to: cellular telephones, laptop computers, and tablets

(2) Limitations of Use:

- a) Courtrooms: Unless permitted by the judge presiding over the proceeding, personal communication devices must be turned off while in a courtroom.
- b) Common Areas Outside Courtrooms: Personal communication devices may be turned on when not in a courtroom, however, such devices shall not be used to record, receive, or transmit video images, pictures, or audio at any time when inside the courthouse.
- c) Jurors: Unless permitted by the judge presiding over a trial, members of a seated jury shall not possess personal communication devices in the courtroom or jury deliberation room. After the jury is seated, the courtroom clerk will collect all devices and retain them in a secure location. The devices will be returned to jurors for the duration of the noon recess and other recesses as allowed by the judge, and at the conclusion of each day's proceedings.

## **CHAPTER 4 – PROCEEDINGS IN CRIMINAL CASES**

### **4.010 TIME FOR FILING PRETRIAL MOTIONS IN CRIMINAL CASES**

- (1) Motions for pretrial rulings on matters subject to ORS 135.037 and ORS 135.805 to 135.873 must be filed in writing not less than 21 days before trial or within 7 days after arraignment, whichever is later, unless a different time is permitted by the court for good cause shown.
- (2) No hearing will be set for a motion, until the motion has been filed with the court.
- (3) Unless for good cause shown, in order to facilitate compliance with subsection (1), the City Attorney and defendant's counsel shall provide discovery to the defendant, or defendant's counsel if represented, in all criminal matters in accordance with ORS 135.805 and 135.835, et seq.
- (4) It shall be the responsibility of the court to provide discovery to both defense counsel and the city attorney's office in all court-initiated probation violation matters. Discovery will be provided at arraignment, or as otherwise directed by the court.

### **4.030 PROCEDURE FOR ORDER OF TRANSPORTATION**

- (1) Any motion that a person held in custody be transported from the place of confinement to a designated place must be accompanied by a separate proposed

court order directing the officer to transport the person to and from the designated place at the appointed time.

- (2) All proposed orders of transportation must contain the dates and times on which the person in custody is to appear at the designated place and is to be returned to the place of confinement, the exact location of the designated place and, if the person in custody is to appear as a witness in a court proceeding, the caption and number of the case. A person in custody appearing as a witness must be returned to the place of confinement only after execution of an order of release signed by the judge presiding over the court proceeding.

#### 4.050 ORAL ARGUMENT ON MOTIONS IN CRIMINAL CASES

- (1) There must be oral argument if requested by the moving party in the caption of the motion or by a responding party in the caption of the response, except that the court is not required to grant oral argument on a motion to postpone trial. The first paragraph of the motion or response must include an estimate of the time required for argument.
- (2) Counsel for either the City or the defense may request that a motion not requiring testimony be heard by telecommunication. The following apply to a request for oral argument by telecommunication:
  - a) A request must be in the caption of the motion or response. If oral argument by telecommunication is requested, the first paragraph of the motion or response must include the names and telephone numbers of all parties served with the request, a statement whether the office of the requesting person is more than 25 miles from the courthouse, the position of opposing counsel, and if the defendant has waived in writing the right to appear at the hearing.
  - b) A request by counsel for defense must be granted if counsel for defendant represents that the defendant agrees to the procedure and provides a signed waiver of personal appearance, and if counsel for the defendant is located more than 25 miles from the courthouse.
  - c) A request by the City must be granted if both parties agree and counsel for the defense provides a written waiver from the defendant.
- (3) “Telecommunication” must be by telephone or other electronic device that permits all participants to hear and speak with each other.

#### 4.060 MOTION TO SUPPRESS EVIDENCE

- (1) All motions to suppress evidence:

- a) Must make reference to any constitutional provision, statute, SRC, rule, case or other authority upon which it is based; and
  - b) Must be accompanied by the moving party's brief which must reasonably apprise the court and the adverse party of the arguments and authorities relied upon.
- (2) Any response to a motion to suppress:
- a) Together with opposing affidavits, if any, upon which it is based must be in writing and must be served and filed not more than 7 days after the motion to suppress has been filed, unless otherwise designated by the court;
  - b) Must state the grounds thereof and, if the relief or order requested is not opposed, wholly or in part, a specific statement to the extent to which it is not opposed; and
  - c) Must make specific reference to any affidavits relied on and must be accompanied by an opposition brief adequate reasonably to apprise the court and moving party of the arguments and authorities relied upon.
- (3) When averments in an affidavit are made upon information and belief, the affidavit must indicate the basis thereof.
- (4) Failure to file a written response shall not preclude a hearing on the merits.

**4.070 DISMISSAL OF CHARGES FOLLOWING SUCCESSFUL COMPLETION OF DIVERSION**

For any charge dismissed based upon successful completion of diversion for driving under the influence of intoxicants, city attorney diversion, or any other diversion program, the dismissing instrument must state the basis for dismissal.

**4.080 APPEARANCE AT CRIMINAL PROCEEDINGS BY MEANS OF SIMULTANEOUS ELECTRONIC TRANSMISSION**

The court may conduct an appearance in a criminal proceeding by the following types of simultaneous electronic transmission, as defined in ORS 131.045, if the transmission complies with the requirements of ORS131.045, 135.030, 135.360, 135.767, 137.040, and 137.545:

- (1) Telephone;
- (2) Video conference; and
- (3) Internet.

## **CHAPTER 5 - RESERVED FOR FUTURE USE**

## **CHAPTER 6 – TRIALS**

### **6.011 CONFERENCES/SETTLEMENT CONFERENCES IN CRIMINAL CASES**

In any criminal proceeding the parties may request the court schedule a settlement conference to consider:

- (1) Simplification of the issues;
- (2) The possibility of obtaining stipulations as to the admissibility of certain documents, exhibits or related matters;
- (3) The possible settlement of the case; and
- (4) Such other matters as may aid in the disposition of the case.
- (5) The settlement conference judge shall not act as trial judge unless agreed to by all parties.

### **6.015 SUBMISSION AND COPIES OF MOTIONS, BRIEFS, MEMORANDA, AND POINTS AND AUTHORITIES; COPIES TO BE DESIGNATED TRIAL COURT COPY**

- (1) A copy of a motion, brief, or memoranda shall be submitted directly to the judge scheduled to hear the matter.
- (2) The copy of the motion and all supporting documentation for the use of the judge shall be designated “TRIAL COURT COPY.”
- (3) Copies shall identify the name of the judge hearing the motion, the time of the hearing, the date of the hearing or the show cause assignment date.

- (4) Jury Instructions, Verdict Forms, Trial Memorandums, and similar materials, shall be submitted directly to the judge scheduled to hear the matter prior to jury selection or swearing of first witness in a bench trial;
- (5) Motions in Limine shall be submitted to the court at the Pre-trial conference or at such other time as designated by the court at the time the defendant's not guilty plea was entered.

#### 6.020 COURT NOTIFICATION ON SETTLEMENT OR CHANGE OF PLEA

- (1) The City must notify the court immediately of any decision that a case will be dismissed and file a motion to dismiss as soon as practical thereafter. The parties shall report immediately to the court any resolution of any matter scheduled on the court's trial or evidentiary hearing docket.

#### 6.027 PERSONAL COMMUNICATION DEVICES IN JURY ROOMS DURING DELIBERATIONS AND IN COURTROOMS DURING PROCEEDINGS

- (1) Unless otherwise permitted by the judge presiding over the trial, personal communication devices (any electronic or other equipment capable of communicating with others outside a jury room, including, but not limited to cell phones and pagers) are not allowed in a jury room during jury deliberations.
- (2) After a jury has been instructed and charged to commence deliberations the courtroom clerk will collect all such devices and retain them in a secure place during deliberations.
- (3) Unless otherwise permitted by the judge presiding over the proceeding, personal communication devices (any electronic or other equipment capable of communicating with others outside a courtroom by transmission of sound or images, including, but not limited to cell phones and pagers) taken into a courtroom by any person shall be turned off upon entering the courtroom and shall remain off until after the person has departed from the courtroom.
- (4) See 3.182 regarding the operation of cell phones and other personal data and communication devices which have audio recording, photographic or any other visual or image recording or reproduction capability.

## 6.030 POSTPONEMENT OF TRIAL

- (1) A request to postpone a trial must be by written motion, unless otherwise allowed by the court.
- (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:
  - a) The date scheduled for trial,
  - b) The reason for the requested postponement,
  - c) The dates previously set for trial,
  - d) The date of each previous postponement,
  - e) Whether the opposing counsel objects to the requested postponement, and
  - f) Whether a specific waiver of speedy trial rights has been previously made.
- (3) If the motion to postpone is based upon a conflicting proceeding in another court, it must set forth, in addition to the information required by subsection (2) of this section:
  - a) The name of the court in which the conflict exists,
  - b) The date of the conflict,
  - c) The date on which the other proceeding is to begin,
  - d) The case number and the date of filing of the conflicting case,
  - e) The date on which the conflicting case was set for trial, and
  - f) The information required by SMCR 6.040(2).
- (4) The motion may be decided by a summary determination without a hearing.



## 6.040 RESOLVING SCHEDULING CONFLICTS

- (1) When a party is scheduled to appear in more than one court at the same time and has been unable to obtain a postponement in one of the courts, the scheduling conflict will be resolved by the presiding judges of the affected courts on motion of the affected party in both courts.
- (2) In resolving scheduling conflicts, the following must be considered
  - a) Statutory preference;
  - b) The custodial status of a criminal defendant;
  - c) The filing date of the case;
  - d) The dates on which the courts sent notices of the trial date;
  - e) The relative complexity of the cases;
  - f) The availability of competent, prepared substitute counsel; and
  - g) The inconvenience to the parties, the witnesses or the court.

## 6.050 SUBMISSION OF TRIAL MEMORANDA

Trial memoranda, if any, must be filed with the Court Administrator, and copies must be delivered concurrently to the court and to opposing parties.

## 6.060 PROPOSED JURY INSTRUCTIONS AND VERDICT FORMS

- (1) All requested jury instructions and verdict forms must be in writing and delivered concurrently to the trial judge and to opposing parties.
- (2) The original and one copy of the requested jury instructions and verdict forms must be submitted to the court.
- (3) Requested instructions may include any Uniform Oregon Jury Instruction by reference only to its instruction number and title: such as “Instruction No. 70.04 – Lookout.” If the uniform instruction contains blanks or alternative choices, the appropriate material to complete the instruction must be supplied in the request.
- (4) Requested jury instructions, including references to Uniform Oregon Jury Instructions, must be prepared as follows:

- a) Requested uniform instructions must be identified in accordance with SMCR 6.060(3).
  - b) Instructions, including uniform instructions, must be numbered consecutively, beginning with the number “1” for the first requested instruction.
  - c) Except for requested uniform instructions, not more than one proposed instruction must appear on each sheet of paper.
  - d) If any requested jury instruction requires more than one page to be set out, each of the pages must be numbered at the lower left-hand corner; the number must contain the consecutively assigned requested jury instruction number provided pursuant to subparagraph (b) of this paragraph, followed by a hyphen, followed by the consecutive number for each page.
  - e) The designation of the party requesting the instruction must be typed on each page.
  - f) Below each requested instruction must be a statement citing the statute, decision or other legal authority which supports the requested instruction.
- (5) The court must inform the parties before argument of the instructions that it proposed to give.
- (6) Proposed verdict forms must be prepared without the name of the attorney or the firm or reference to the City Attorney’s office and must be submitted at commencement of trial and as otherwise allowed by the court.

## 6.070 JURY INSTRUCTIONS

No identifying information relating to the parties or any other extraneous material, including authorities, shall appear on submitted jury instructions.

## 6.080 MARKING EXHIBITS

- (1) Before the commencement of the trial, parties must mark all exhibits in the following manner:
- a) Plaintiff’s exhibits must be marked consecutively from 1 through 99.

- b) Defendant's exhibits must be marked consecutively from 101 through 199.
  - c) On request, the court must assign additional blocks of numbers.
  - d) In cases involving multiple parties or large number of exhibits, the city attorney shall use 1-99; the first-named defendant shall use 101-199; the second-named defendant shall use 201 -299; on so on. If the parties cannot reach agreement, or the number system cannot accommodate the parties, then the court may direct the parties to use any other numbering system not inconsistent with the intent of this section.
- (2) Upon request, the court administrator shall provide a party with appropriate stamps, label or tags for exhibit marking.
  - (3) The parties must submit to the court at the time of trial a list of pre-marked exhibits.
  - (4) Exhibits not available at the commencement of trial, exhibits not reasonably anticipated to be used and exhibits intended for impeachment purposes need not be pre-marked.

#### 6.085 EX PARTE MATTERS

Ex parte matters may be presented as designated by the court.

#### 6.100 EXAMINATION OF WITNESSES

Except for good cause shown, no more than one attorney for each party shall examine a witness or present argument on an issue.

#### 6.110 RECORDING OF TESTIMONY

When good cause is shown, the court may authorize a court reporter to record testimony during a trial, at the requesting party's expense or as authorized by the court.

#### 6.120 DISPOSITION OF EXHIBITS

Unless otherwise ordered, all exhibits shall be returned to the custody of counsel for the submitting parties upon conclusion of the trial or hearing. Counsel to whom any exhibits have been returned must retain custody and control until final disposition of the case or appeal. After disposition of the case, exhibits not returned to the parties shall be sent to the parties of record that, unless they withdraw their respective exhibits within 30 days, the exhibits will be disposed of by the court.

#### 6.150 WEAPONS AND DANGEROUS INSTRUMENTS IN THE COURTROOM

If a party intends to offer into evidence any weapons or other hazardous materials at an evidentiary hearing or trial, before bringing the items into the courtroom, the party must:

(1) For weapons:

- a) All firearms, BB guns, and pellet guns intended to be offered in evidence must be unloaded and either rendered inoperable or have a trigger guard installed.
- b) Guns and ammunition must be kept separate at all times.
- c) Knives, scissors, and any other sharp objects that could penetrate the skin must be sealed in puncture-proof containers, provided with secure and protective sheaths, or otherwise rendered harmless.

(2) For other hazardous materials;

- a) Hypodermic needles must be provided with covers over needle points and sealed in a transparent puncture-proof bag.
- b) An unbreakable, transparent tube that locks on one end must be provided for safe handling and viewing of chemicals, pharmaceuticals, and biological substances.

#### 6.180 WEAPONS AND HAZARDOUS SUBSTANCES IN COURT FACILITIES

Unless otherwise ordered by the court, no person except a law enforcement officer shall possess in a court facility a firearm, knife, device, or hazardous substance capable of inflicting death or physical injury.

## **CHAPTER 7 – CASE MANAGEMENT AND CALENDARING**

### **7.010 PLEAS, NEGOTIATIONS, DISCOVERY AND TRIAL DATES IN CRIMINAL CASES**

At the time of arraignment, the court may either accept a not guilty plea and set a trial date or set a date for entry of plea.

### **7.040 NOTIFY COURT OF SETTLEMENTS AND OTHER MATTERS**

The parties shall report immediately to the court any resolution of any matter scheduled on the court's trial or evidentiary hearing docket.

### **7.060 AMERICANS WITH DISABILITIES ACT (ADA) ACCOMODATION**

- (1) If special accommodation under the ADA is needed for an individual in a court proceeding, the party needing accommodation for the individual must notify the court as soon as possible, but no later than four judicial days in advance of the proceeding. For good cause shown, the court may waive the four-day advance notice.
- (2) Notification to the court must provide:
  - a) The name of the person needing accommodation;
  - b) The case number;
  - c) Charges (if applicable);
  - d) The nature of the proceeding;
  - e) The person's status in the proceeding;
  - f) The time, date, and estimated length of the proceeding;
  - g) The type of disability needing accommodation; and
  - h) The type of accommodation, interpreter, or auxiliary aid needed or preferred.

### **7.070 FOREIGN LANGUAGE INTERPRETERS**

- (1) If a foreign language interpreter is needed for a court proceeding, the party in need of an interpreter must notify the court as soon as possible, but no later than four judicial days in advance of the proceeding. For good cause shown, the court may waive the four-day advance notice.
- (2) Notification to the court must include:

- a) The name of the person needing an interpreter;
- b) The case number;
- c) Charges (if applicable);
- d) The nature of the proceeding;
- e) The person's status in the proceeding;
- f) The time, date, and estimated length of the proceeding; and
- g) The language to be interpreted.

#### **7.080 INTERPRETERS' REQUESTS FOR INFORMATION**

If requested by a neutral court interpreter, parties in criminal cases shall provide a list of specialized terminology expected to be used in the proceeding in which the interpreter will be providing services. The list shall be provided prior to the commencement of the proceeding. The list shall be kept confidential by the interpreter and is not discoverable.

## **CHAPTERS 8 THROUGH 15 RESERVED FOR LATER USE**

### **CHAPTER 16 – VIOLATIONS**

#### **16.010 ATTORNEYS– Violation Cases**

A defendant, who intends to be represented by an attorney at a traffic or violation trial, must provide notification of such intention together with proof of service on the City Attorney and must be filed with the clerk of the court in writing no later than 5 days before trial, unless otherwise allowed for good cause.

#### **16.020 TRIALS BY AFFIDAVIT**

Pursuant to ORS 153.080, the Salem Municipal Court will allow trial by affidavit under the following conditions:

- (1) Use Waiver and Affidavit forms in appendix 1 and 2.
- (2) The waiver and affidavit must be received before the summons date on the citation.

- (3) The court administrator shall post procedures for the trial by affidavit on its website, as approved by the presiding judge.
- (4) Trials by affidavit for violations, including parking tickets, shall apply to citations filed with the court beginning thirty (30) days after the court administrator posts the procedures approved by the presiding judge.

### 16.030 ARRAIGNMENT AND ARRAIGNMENT APPEARANCE OPTIONS

- (1) Prior to any arraignment date specified on the summons, the defendant may exercise one of the following options to dispose of the case:
  - a) The defendant may file a written plea of no contest and pay the presumptive fine amount on the summons, by mailing the written plea and a check or money order for the fine to the Court. The plea and payment must reach the Court on or before the arraignment date.
  - b) The defendant may enter a written plea no-contest and submit a written explanation of the incident in mitigation of the penalty and/or request a reduction based on driving record. A check or money order for the amount indicated on the summons must be included. The letter and plea must reach the Court prior to the arraignment date.
  - c) The defendant may enter a written plea of not guilty and request that the matter be set for court trial. Any defendant electing to proceed under this subsection must verify his or her residence address and current mailing address. Defendants may request a court trial either in writing, mailed to the Court, or in person. The request must be received on, or prior to, the arraignment date. As set forth below in SMCR 16.195, a default judgment which exceeds the presumptive fine amount set on the citation may be imposed against a defendant who requests a court trial but fails to appear in court for such proceeding.
- (2) At the date and time set for arraignment on the summons, the defendant may appear in person, or by counsel, and may enter a plea of no-contest or not guilty.
  - a) If the defendant enters a plea of no-contest an explanation or statement may be given in mitigation of the offense charged.
  - b) If the defendant enters a plea of not guilty, a court trial will be scheduled. Subject to the availability of court staff, the defendant or counsel must remain

to sign for the trial appearance. When court staffing levels are insufficient due to temporary absences or illness, the court administrator may allow for written mailing of court trial notices after receiving verification of the defendant's current mailing and residential address. The defendant or counsel must contact the court if a trial notice and court date is not received within four weeks of the arraignment.

## 16.040 VIOLATIONS BUREAU

- (1) Pursuant to ORS 153.800, and SRC 4.070 the Salem Municipal Court established a Violations Bureau on March 4, 2008. A copy of the Judicial Order pertaining to the Violations Bureau can be obtained at the court.
- (2) If the cited person appears personally, a form which records the person's appearance and contains a waiver of trial and plea of no-contest shall be signed and filed with the Court, pursuant to ORS 153.800(5)(a).
- (3) The fine and applicable assessment(s) shall be paid immediately and in full, unless the Court approves a payment plan.

## 16.050 VIRTUAL APPEARANCES

The court may conduct virtual appearances for all court proceedings. A party may submit a request to the court for a virtual appearance, confirming the individual has access to the appropriate hardware and software to appear virtually and by serving the request on opposing counsel with an opportunity to be heard in any contested proceeding. Virtual appearances require:

- a. All parties to provide the court with a valid email address.
- b. Current mailing address and phone number.
- c. Filing all relevant documents and anticipated exhibit lists, with attached exhibits, for the appearance with the court in advance of the hearing in conformance with court rule 6.080.
- d. Inform the court of any witnesses needing to be present, prior to the court appearance.



- e. Parties are responsible for forwarding meeting invites to witnesses.
- f. All other court rules apply (e.g., courtroom decorum)
- g. Review required online materials

## 16.060 POSTPONEMENTS

### **Court Trials**

The request for a postponement of a court trial must be made to the court, in writing and must be received more than 7 days prior to the scheduled trial date. The request must demonstrate good cause for the request in order to be granted.

### **Notice**

When the Court grants a postponement, the Court will notify all parties of the action. If the postponement is granted in open court, parties personally present are deemed notified. Any witnesses must be notified by the parties of the postponement.

## 16.070 SETTING ASIDE DEFAULT JUDGMENTS

Except for good cause shown, a defendant against whom a default judgment is entered may request relief from the default judgment, within a reasonable time, not to exceed one year.

## 16.080 DIVERSIONS, DEFERRED SENTENCES, ALTERNATIVE DISPOSITIONS

The Salem Municipal Court established a traffic diversion program with the initial adoption of these rules in 2008. The rules set forth below will continue in effect for citations issued on or before July 31, 2015, if the offender meets the following requirements:

- (1) The citation was issued for an offense which occurred on after the effective date of these court rules.
- (2) Must not have had any moving violations or traffic crimes (including DUII) in the past ten (10) years in any state.
- (3) Must not have attended or participated in a court-ordered traffic school within the past ten years in any state; this includes in-person and on-line programs.
- (4) The following are excluded from the traffic diversion program:
  - a) Violations occurring in a school zone, work zone, or safety corridor.

- b) N violation involving an accident.
  - c) Violation alleging open container, careless driving, or speeding.
- (5) Must have no other pending motor vehicle citation in this or any other court.
  - (6) Agree to plead no contest to the traffic offense.
  - (7) Agree to pay the amount equal to the minimum fine for the offense.
  - (8) Agree to attend, complete, and provide proof of completion of the court mandated traffic safety program as ordered by the court.
  - (9) Receive no motor vehicle citations within the next 120 days.
  - (10) Complete a Traffic Safety Diversion Application and Sworn Affidavit. Successful completion of the traffic diversion program will result in a dismissal of the moving violation. Non-completion of the traffic diversion program will result in a conviction of the offense and the full presumptive fine will be imposed.

There will be no extensions for this program. Traffic Safety Diversion Application and Order is located in appendix 3.

If the court determines that a defendant was not eligible for the program, the court shall revoke the diversion and impose the full presumptive fine. The court may refer the case to the City Attorney for criminal prosecution.

**The court hereby modifies and expands the rules for traffic offenses occurring on or after August 1, 2015.**

### **Good Driver Traffic Diversion Program**

An offender may apply for the Good Driver Traffic Diversion Program if they meet the following:

- (1) The citation was issued for a moving violation, which occurred on or after August 1, 2015.
- (2) Driver/defendant must not have had any moving violations or traffic crimes (including DUII) in the past ten (10) years in any state.
- (3) Driver/defendant must not have attended or participated in a court-ordered or court permitted traffic school within the past ten (10) years in any state; this include in-person and online programs.
- (4) The following are excluded from the traffic diversion program:
  - (a) Speed racing.

- (b) Speeding in excess of 100 miles per hour.
- (5) Must have no other pending motor vehicle citation in this or any other court.
- (6) Pleads no contest to the traffic offense.
- (7) Pays the amount equal to the minimum fine for the offense.
- (8) Must attend, complete, and pass the traffic safety program as ordered by the court. Must provide proof of successful completion of the program and submit to the court within 120 days from the date of traffic diversion entry.
- (9) Complete a Traffic Safety Diversion Application and Sworn Affidavit. Successful completion of the Traffic Diversion Program will result in a dismissal of the moving violation. Non-completion or failure to complete the Good Driver Traffic Diversion Program will result in a conviction of the offense.

Except for good cause or hardship shown, there will be no extensions for this program. The driver/defendant must appear in person before the judge to request the extension at such times or days as determined by the court.

The fine imposed must be paid within 120 days from the date of entry into the Good Driver Traffic Diversion Program.

If the court determines that a driver/defendant was not eligible for the program, the court shall revoke the diversion and impose the full presumptive fine. The court may refer the case to the City Attorney for criminal prosecution.

Traffic Safety Diversion Application and Order is located in appendix 3.

### **Youthful Offender Driver Program**

Persons under the age of 18 years may apply for the Youthful Offender Diversion Program if they meet the following:

- (1) The citation was issued for a moving violation, which occurred on or after August 1, 2015.
- (2) Driver/defendant must not have had any moving violations or traffic crimes (including DUII) in Oregon or any other state.
- (3) Driver/defendant must not have attended or participated in a court-ordered or court permitted traffic school in any state; this include in-person and online programs.
- (4) The following are excluded from the traffic diversion program:
  - (a) Speed racing.
  - (b) Speeding in excess of 100 miles per hour.

- (c) Driving without a permit, license, or outside of restrictions.
- (5) Must have no other pending motor vehicle citation in this or any other court.
- (6) Pleads no contest to the traffic offense.
- (7) Pays the amount equal to the minimum fine for the offense.
- (8) Must attend, complete, and pass the traffic safety program as ordered by the court. Must provide proof of successful completion of the program and submit to the court within 120 days from the date of traffic diversion entry.
- (9) Complete a Traffic Safety Diversion Application and Sworn Affidavit.

Successful completion of the Traffic Diversion Program will result in a dismissal of the moving violation. Non-completion or failure to complete the Youthful Offender Driver Program will result in a conviction of the offense.

Except for good cause or hardship shown, there will be no extensions for this program. The driver/defendant must appear in person before the judge to request the extension at such times or days as determined by the court.

The fine imposed must be paid within 120 days from the date of entry into the Good Driver Traffic Diversion Program.

If the court determines that a driver/defendant was not eligible for the program, the court shall revoke the diversion and impose the full presumptive fine. The court may refer the case to the City Attorney for criminal prosecution.

Traffic Safety Diversion Application and Order is located in appendix 3.

## 16.081 DIVERSIONS, DEFFERRED SENTENCES, ALTERNATIVE DISPOSITIONS

The court hereby modifies and expands the rules for traffic offenses occurring on or after January 3, 2023.

Salem Municipal Court offers a traffic deferral program, if the offender meets the following requirements:

- (1) Must possess valid driving privileges. Must not have a current CDL. Must not have had any moving violations or traffic crimes (including DUII) in the past five years in any state.
- (2) Must not have attended or participated in a court ordered traffic safety program or school within the past five years in any state; this includes any on-line program.

- (3) Must appear personally before the court or violations bureau to sign the appropriate paperwork and referral forms.
- (4) The following are excluded from a traffic deferral program:
  - a) Class A violations
  - b) Speed racing
  - c) Speeding in excess of 100 miles per hour
- (5) Must have no other pending motor vehicle citation in this or any other court
- (6) Agree to plead no contest to the traffic offense
- (7) Agree to pay a deferral fee for the offense equal to the minimum fine for the offense
- (8) Agree to attend and complete the court mandated traffic safety program as ordered by the court
- (9) Receive no motor vehicle citations within the next 120 days

Successful completion of the traffic safety program will result in a dismissal of the moving violation. Non-completion of the traffic diversion program will result in a conviction of the offense and the full presumptive fine will be imposed.

There will be no extensions allowed for this program.

If the court determines that a defendant was not eligible for the program, the court shall revoke the deferral and impose the full presumptive fine. The court may refer the case to the City attorney for criminal prosecution.

Traffic Safety Diversion Application is located in appendix 3.

**Teen Offender Program:**

Salem Municipal Court offers a traffic deferral program for teens, if the offender meets the following requirements:

- (1) Must be under the age of 18 years and still attending school or show proof of High School diploma or GED. Must have current driving privileges.

- (2) Must not have had any moving violations or traffic crimes (including DUII) in any state
- (3) Must not have attended or participated in a court ordered traffic safety program or traffic school; this includes any on-line program.
- (4) Must appear personally before the court to sign the appropriate paperwork and referral forms
- (5) Must attend traffic safety class on the date ordered by the court and return to court on date ordered by the court to report on topics learned in class
- (6) The following are excluded from a traffic deferral program:
  - a) Class A violations.
  - b) Speed racing.
  - c) Speeding in excess of 100 miles per hour.
- (7) Must have no other pending motor vehicle citation in this or any other court.
- (8) Agree to plead no contest to the traffic offense
- (9) Receive no motor vehicle citations within the next 120 days

Successful completion of the teen traffic safety program will result in a dismissal of the moving violation. Non-completion of the traffic diversion program will result in a conviction of the offense and the full presumptive fine will be imposed.

There will be no extensions allowed for this program.

If the court determines that a defendant was not eligible for the program, the court shall revoke the deferral and impose the full presumptive fine. The court may refer the case to the City attorney for criminal prosecution.

Juvenile Traffic Safety Diversion Application is located in appendix 3.

## 16.090 PRETRIAL MOTIONS AND DEMURRERS

The rules contained in chapter 4 regarding pretrial motions and demurrers in criminal cases, shall apply to violations with respect to any pretrial motion or demurrer applicable by law in a violation case.

(1) A motion to dismiss a violation citation, which is not a part of a criminal proceeding, that is based upon officer error (i.e. cited defendant to the wrong court), may be submitted by the city officer with a supporting memo advising the court whether the violation has been served a new citation or if no intent to recite.

(2) A motion to dismiss a violation citation, which is not a part of a criminal proceeding, unless otherwise allowed by the court, must state the basis for the motion with particularity, and if being made by anyone other than the issuing officer, must include:

- a) A Certificate of Service showing the officer has been served with a copy of the motion
- b) A Certificate of Service is not required if the citing officer is no longer employed with the City of Salem.

## **CHAPTER 17 –PARKING VIOLATIONS**

### **17.010 PARKING CITATIONS – DEFENDANT’S APPEARANCE**

(1) A person receiving a parking citation issued pursuant to SRC chapters 7 and 102, has two options to appear:

- a) Plead no contest by paying in full the bail indicated on the citation, either by mailing or personally delivering the payment, together with the citation. All pleas and payments must be received before the 14<sup>th</sup> day after the issuance of the citation.
- b) Request a court hearing by personally appearing before the court on or before the 14<sup>th</sup> day after the issuance of the parking citation.

(2) An Order for impoundment of a vehicle pursuant to SRC102.155 (a) (6), may be issued in the manner set forth in SMCR 17.035 if the defendant does not appear in a manner indicated in this rule.

### **17.020 DISMISSAL OF A PARKING CITATION BEFORE TRIAL**

(1) The presiding judge, or any pro tem judge of this court, may dismiss parking citations without the appearance of the defendant in the following instances:

- a) The parking citation was issued prior to release of title interest and transfer of possession of the vehicle to the new owner, but the new owner is named as the defendant on the notice of delinquency. However, the new owner's failure to submit an application for title to the Department of Transportation within 30 days of the transferor's release of interest shall not be grounds for summary dismissal of the citation and an appearance shall be required;
- b) The parking citation was issued subsequent to the release of title interest and transfer of possession to the new owner but the named defendant on the notice of delinquency is the prior owner. A prior owner who provides documentation described in SMCR 17.025(3), below, shall not be subject to liability under this chapter, for the parking of the vehicle by another person;
- c) There was no vehicle license number or other registration number written on the citation;
- d) The vehicle license number written on the citation does not correspond to the vehicle registration information filed with the Motor Vehicles Division;
- e) The meter at which an overtime parking citation was issued was defective after or while defendant's vehicle was parked, according to the Parking Services staff;
- f) No violation is indicated on the parking citation;
- g) The parking citation was issued to a vehicle that was reported to the police as stolen within 24 hours of the date and time listed on the citation or was issued on a date when the status of the vehicle remained listed as stolen, and a stolen report was on file with the Salem Police Department;
- h) A parking citation was issued to a vehicle on government business of such urgency that the driver was prevented from complying with parking regulations. The driver must follow the prescribed City process. Routine, scheduled court appearances, such as grand jury proceedings, motion hearings, or trials, shall not constitute "government business of such urgency that the driver was prevented from complying with parking regulations."
- i) The court received a written request for dismissal of the citation from the issuing officer or Parking Enforcement Officer explaining the specific error in the issuance of the parking citation, together with the approval of the citing officer's supervisor; or



- j) The exemption or privilege in ORS 811.635 for the holder of a disabled person parking permit is applicable to the type of parking offense cited and the registered owner or other recipient of the ticket provides proof to the clerk of the court of a valid disabled person parking permit at the time of the violation. This includes:
    - i. Overtime tickets, or tickets for parking in a metered space without paying, unless the zone allows parking for only 30 minutes or less; or
    - ii. Parking in a disabled zone pursuant to ORS 811.615(1)(a); or
    - iii. Disabled zone parking offense cited under SRC 102.085 if a disabled person was being transported; or
  - k) A parking citation was issued for unlawful use or misuse of a disabled person parking permit for parking in a manner that would otherwise be a privilege for a permit holder and the registered owner or other recipient of the ticket provides proof to the clerk of the court of renewal of an expired disabled parking permit.
- (2) The presiding judge, a pro tem judge of this court, may dismiss the parking citations listed in SMCR 17.020(1) by signing a list containing the license numbers of the vehicles and the reasons for the dismissals.
- (3) The court administrator – and/or Violations Bureau clerk may dismiss the parking citations listed in SMCR 17.020(1) as per judicial order.
- (4) When a parking citation is subject to dismissal under SMCR 17.020(1) (a) or (b), above, the person receiving the notice of citation must bring the parking citation(s) and relevant documents relating to the transfer of the vehicle, including title, bill of sale or contract and vehicle registration if available, to the court. Proof that the prior owner notified the Department of Transportation of the transfer of the vehicle as required by Oregon law, together with proof of delivery of possession of the vehicle and assignment of title to a transferee, shall exempt the prior owner from liability for the parking of the vehicle by another person, provided the date of issuance of the parking citation is subsequent to the date of transfer of the vehicle reported by the prior owner.
- (5) In all cases, the presiding judge or court administrator may order a hearing to prevent abuse of the summary dismissal proceedings.

## 17.030 TOWING AND IMPOUNDMENTS

The court may order a vehicle towed if the registered owner or any other person, has not paid the bail or fine.

## 17.040 NOTICE OF REPRESENTATION BY AN ATTORNEY

An attorney representing a person in a parking citation case must notify the Court in writing of the representation at least five days before the date of trial. The notification must certify that a copy has been delivered to the City Attorney's office.

## 17.050 POSTPONEMENTS AND OTHER MOTIONS

- (1) When requested at least five days prior to the scheduled trial date for a parking citation, a person may obtain a single postponement of the court hearing. Such requests may be made in writing or by appearing personally at the court. The person making the request must state a reason for the postponement.
- (2) At any time before the trial date, the person cited, whether or not represented by counsel, may withdraw a not guilty plea or remove the case from the court docket by following the procedure for mail pleas set out in SMCR 17.010. The Court will notify the police officers, the parking enforcement officers and volunteers and the City Attorney, when appropriate.
- (3) A person whose car has been ordered impounded by the Court may appear personally at the court and request that the matter be placed on the docket for hearing.

## 17.060 HEARING PROCEDURE IN PARKING CITATION CASES

- (1) In trial, the judge may take an active role in questioning the witnesses to insure substantial justice will be done.
- (2) Jury trials are not permitted in parking citation cases.

- (3) Parking citations issued against a particular defendant's vehicle may be consolidated for trial only at the discretion of the Court.

## 17.070 FAILURE TO APPEAR

The registered owner of a vehicle for which a parking citation is issued, is required to appear, as described in SMCR 17.010, above, on the cited offense. If the registered owner of a vehicle for which a parking citation has been issued, or any other person, fails to appear to answer the citation within 14 days, the court may, after notice to the named defendant, enter a default judgment against the defendant. Citations may be assigned to an external resource for collection. Unless otherwise ordered by the court, a judgment of conviction on the parking citation shall be entered against the registered owner of the vehicle.

## CHAPTER 19 – CONTEMPT PROCEEDINGS

### 19.010 SCOPE, CONSTRUCTION, APPLICATION

- (1) The rules in this SMCR chapter govern contempt proceedings under ORS 33.015 – 33.155 and SRC 4.045 and are intended to promote efficient and fair resolution of contempt proceedings. The rules in this chapter will be changed only by action of the elected judge of this court.
- (2) The rules in this chapter do not preclude judges from exercising their inherent authority in contempt proceedings over matters not covered by rule or statute, so long as that exercise fosters efficient and fair resolution of the matter.

### 19.020 INITIATING INSTRUMENT REQUIREMENTS

- (1) In addition to any other requirements for initiating instruments, the initiating instrument in a contempt proceeding under ORS 33.055 (remedial) or ORS 33.065 (punitive) must state:
  - a) The maximum sanction(s) that the party seeks;
  - b) Whether the party seeks a sanction of confinement; and
  - c) As to each sanction sought, whether plaintiff considers the sanction remedial or punitive.

(2) Maximum Penalty Imposed

The court shall not impose a sanction greater than the sanction sought. A punitive sanction is presumed greater than a remedial sanction. A punitive sanction of confinement is presumed greater than other punitive sanctions. A remedial sanction of confinement is presumed greater than other remedial sanctions.

### 19.030 ALLOWING REMEDIAL SANCTIONS

Rules that apply to allowing remedial sanctions in a proceeding for only remedial sanctions under ORS 33.055 also apply to allowing remedial sanctions in a proceeding for punitive sanctions under ORS 33.065.

### 19.040 APPLICABILITY OF ORCP AND OTHER UTCR

(1) To the extent rules in the chapter are inconsistent with other applicable rules; the rules in this chapter govern contempt proceedings under ORS 33.015 to ORS 33.155. Except as otherwise provided in this chapter:

- a) Oregon Rules of Civil Procedure (ORCP) and Oregon Rules of Appellate Procedure (ORAP) apply respectively to original contempt proceedings for remedial sanctions under ORS 33.055;
- b) UTCR and ORAP that govern criminal proceedings apply respectively to original contempt proceedings for punitive sanctions under ORS 33.065.

(2) On its own motion or that of a party in a contempt proceeding for remedial sanctions, the court may determine that a specific rule of procedure would not foster the fair and efficient resolution of the contempt proceeding.

- a) When the court makes that determination, it may modify the specific rule or adopt a different rule for all or part of the proceeding, so long as the modified or new rule fosters the fair and efficient resolution of the proceeding. Under this rule, the court may increase or decrease time limits or may limit or exclude responsive pleadings, or both, and may also modify other rule provisions.
- b) The court must give all parties to the proceeding notice that describes the modified or new rule. The notice must be in writing or on the record or both.

## **CHAPTER 20 – RESERVED FOR FUTURE USE**

## **CHAPTER 21 – FILING AND SERVICE BY ELECTRONIC MEANS**

### **21.010 FILING OF DIGITIZED DOCUMENTS**

- (1) The clerk shall provide electronic filing service for all charging instruments in violation cases.
- (2) In matters where electronic filing is authorized the electronically filed document will be part of the official court record. Paper records, if maintained, will be considered a copy of the official court record.
- (3) The following definitions shall apply herein, unless the context requires otherwise:
  - a) “Electronic filing” means the transmission of a digitized source document electronically via the City’s internal server systems and infrastructure to the clerk for the purpose of filing the document and refers to the means of transmission or to a document so transmitted.
  - b) “Electronic mail” means messages sent by a user and received by another through an electronic service system utilizing technology. Any charging instrument sent to the court by electronic mail is not considered a legal filing of any form and will not be entered into the court record except upon judicial request.
  - c) “Document” refers to any original charging instrument.
  - d) “Electronic Filing Service” means use of the City’s technology infrastructure to facilitate transfer of electronic images of citations between Departments through the City’s imaging system.
- (4) The electronic filing service shall be available twenty-four hours per day, seven days a week. All electronic filing of documents must be completed by 5:00 pm to be considered timely filed that day. Documents transmitted outside of regular court hours shall be deemed filed on the next normal business day of the clerk.
- (5) A document electronically filed shall be accepted as the original filing if the filer complies with all of the requirements set forth in this rule. The filer shall not be required to file the source document with the clerk but must maintain the same in the filer’s records, and have the same available for production on request of the court, the clerk or other counsel. The filer shall maintain the source document until the subject case is closed and all appeals and opportunities for appeal have been exhausted.

- (6) Any attorney, party or other person who elects to file any document electronically shall be responsible for any delay, disruption, interruption of the electronic signals, and readability of the document, and accepts the full risk that the document may not be properly filed with the clerk as a result.
- (7) Documents submitted must be submitted in .tif or .pdf formats.
- (8) Documents filed with the court shall be served in accordance with Oregon Revised Statutes and Salem Revised Code.
- (9) The following documents may be filed by electronic means with the court subject to the conditions set forth herein.
  - a) Oregon Uniform Traffic Citations (UTC)
    - i. If an UTC is filed by electronic means, the issuing officer shall provide the defendant with a paper copy of the ticket pursuant to Oregon Revised Statute.
    - ii. A law enforcement officer who files a ticket electronically shall be considered to have certified the ticket which shall have the same rights, responsibilities, and liabilities as with all other tickets issued pursuant to the Oregon Traffic Rules.
  - b) City of Salem Parking Citations

**21.020 ELECTRONIC TRANSFER OF DATA FOR VIOLATION  
CITATIONS (E-CITATIONS)**

- 1) Data for violation complaints and criminal citations (herein after collectively referred to as citations for purposes of this rule) may be filed electronically by law enforcement agencies. Citations filed electronically must meet the following criteria:
  - a) The data transmitted to the court by the filing agency contains all information required by ORS 153.770(2)(a) and 133.073 (2)(c), to be included in an electronically filed citation;
  - b) The electronically filed citation contains a unique identification number of the law enforcement officer issuing the citation, the officer's name, and the identity of the agency employing the officer;
  - c) If the citation is a criminal citation with a form of complaint, then no complaint may be filed until it is reviewed by the city prosecutor;

- d) An image of the citation issued by the law enforcement officer must be transmitted or delivered to the court by the issuing agency or in accordance with court rule 21.010.
- e) Each citation submitted for filing must be numbered by the issuing agency using a number series approved by the Court Administrator, and the number assigned to the citation by the agency must be unique and not duplicate any number previously submitted to be filed.

## **CHAPTER 22 – COURT-APPOINTED ATTORNEY BILLINGS**

### **22.010 COURT-APPOINTED ATTORNEY BILLINGS**

- (1) Appointed counsel is compensated pursuant to SRC 4.095 (b). As prescribed in SRC 4.095 (b) and ORS 135.055(3) certain expenses need preauthorization before expenses are incurred. Appointed counsel is responsible for all reasonable and necessary expenses that are ordinary and related to the preparation and presentation of the case.
- (2) The Municipal Court is appropriated funds by City Council through the City's budget process. If the court believes appropriated funds will not be sufficient the court will seek additional funding through a supplemental request to City Council. If City Council does not appropriate sufficient funds, the court will fashion a remedy that is fair and equitable among all appointed counsel. The court will reasonably consult with appointed counsel regarding funding shortages.
- (3) In accordance with ORS 135.055(4) billing of all services shall be submitted upon completion of a case. For all cases in which services are completed, appointed counsel must submit payment requests to the court within 60 days of the date the court enters in the register of actions:
  - a) an order allowing or requiring counsel to withdraw; or
  - b) final judgment

When services to the client are suspended because the client enters into a program or agreement which delays final adjudication, counsel may submit payment requests to the court within 90 days.

When the client fails to appear, or the court issues a warrant counsel may bill no earlier than 21 days but no later than 90 days from the date the person fails to appear or issues a warrant.

(4) Billing packets will include the following:

- a) Affidavit and Order for Compensation
- b) Supporting documentation which includes:
  - i) Date of event
  - ii) Description of event
  - iii) Hours/time for task or partial hour
  - iv) Rate
  - v) Additional expenses
  - vi) Extended billing amount per line item
  - vii) Total amount billed

(5) Billing will be printed and legible. Total time billed divided among several defendants for a court appearance shall not exceed the actual time in court.

(6) As a general policy the court will not pay interim requests for attorney fees and expenses except as authorized by the judge.

Counsel may not bill for matters on appeal at circuit court, except for the purposes of perfecting the appeal. Circuit court will appoint counsel if defendant qualifies for such counsel.

The court will return requests submitted late unless counsel submits a written explanation showing good cause to excuse delay. The judge will review the written explanation and approve or disallow payment based upon the reason.

Out-of-Court attorney/client communication which requires interpreter services should be billed directly to the court by the interpreter using the prescribed form as back-up to the billing, except as otherwise authorized by the court.



# APPENDIX

**APPENDIX 1**

**IN THE MUNICIPAL COURT OF THE CITY OF SALEM  
COUNTY OF MARION, STATE OF OREGON  
555 Liberty St SE, Room 215  
Salem, Oregon 97301-3513**

City of Salem

Plaintiff

v.

Defendant

**DEFENDAN’S WAIVER OF ORAL  
TESTIMONY (Trial by Affidavit)**

Case/Citation No: \_\_\_\_\_

**DUE BY:** \_\_\_\_\_

I have pled **NOT GUILTY**, and I hereby waive my rights to have testimony presented in open Court and authorize testimony to be in the form of an affidavit. I realize by signing this waiver that the officer may file an affidavit and not appear in Court. I also realize that I need not appear in person but may appear by affidavit. I further state my intentions as follows:

- I waive my right to be present at a hearing and declare that I will submit to the Court my affidavit containing my testimony and affidavits of witnesses, if any, to the Court within thirty (30) days of today’s date, and if I fail to submit said affidavit within thirty (30) days, I authorize the Court to decide whether I am guilty or not guilty based upon the contents of my file. I understand the Court will also consider the officer’s affidavit in deciding whether I am guilty or not guilty.
- (Check here if the officer has asked to provide testimony by affidavit, you want to present your part of the case orally in Court and you are willing to waive your right to have the officer testify in person.)*

I do not waive my right to be present at a hearing and request that I be notified of the date and time of hearing. I waive my right to have the officer testimony presented orally in court.

**I CERTIFY THAT I HAVE READ THE ABOVE AND WAIVE MY RIGHT TO HAVE TESTIMONY PRESENTED IN OPEN COURT. I REQUEST THAT THIS MATTER BE DECIDED AS STATED ABOVE.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public





**APPENDIX 3**

IN THE MUNICIPAL COURT OF THE CITY OF SALEM  
COUNTY OF MARION, STATE OF OREGON  
555 LIBERTY STREET SE, ROOM 215, SALEM, OREGON 97301

**Traffic Safety Diversion Application**

1. I hereby apply for participation in the Traffic Safety Diversion Program.
2. I have no convictions or diversion for any other motor vehicle violation (including DUII) within the five years immediately preceding the date of this citation.
3. I have a valid driver license and do not have commercial driving privileges.
4. I have no other pending motor vehicle citations in this or any other court.
5. The traffic violation is not a Class A violation.
6. This is not a Mobile Electronic Device violation.
7. I agree to plead No Contest to the traffic violation which I am currently charged.
8. I agree to pay the non-refundable minimum fine for the offense which I have been charged \_\_\_\_\_ and the traffic school fee.
9. Payment must be received in full before the end of diversion on \_\_\_\_\_.
10. I agree to attend and complete the court mandated traffic course and provide proof of completion within 120 days.
11. I agree that I will not receive any traffic violations during the diversion period.
12. I understand that if I do not comply with the conditions of my diversion, the diversion will be terminated, and I will be convicted of the offense. I also understand there will be NO extension, NO exceptions.
13. I will keep the court advised of my current mailing address and telephone number during the 120 day diversion period.
14. If you are an out of state driver, contact the court for additional information.

Citation/Case Number:	_____
Full Name:	_____
E-Mail:	_____
Telephone Number:	_____
Mailing Address:	_____
	_____
Signature:	_____

**Juvenile Driver Traffic Safety Diversion Application**

1. I hereby apply for participation in the Juvenile Driver Traffic Safety Diversion Program.
2. I have no convictions or diversion for any other motor vehicle violation (including DUII) within the five years immediately preceding the date of this citation.
3. I am under the age of 18, have a valid driver license and do not have commercial driving privileges.
4. I am currently a student at \_\_\_\_\_; \_\_\_\_\_ have graduated High School; or, \_\_\_\_\_ earned my GED.
5. I have no other pending motor vehicle citations in this or any other court.
6. The traffic violation is not a Class A violation.
7. This is not a Mobile Electronic Device violation.
8. I agree to plead No Contest to the traffic violation which I am currently charged.
9. I agree to pay the non-refundable minimum fine for the offense which I have been charged \_\_\_\_\_ and the traffic school fee.
10. I agree that I will not receive any traffic violations during the diversion period.
11. Payment must be received in full before the end of diversion on \_\_\_\_\_.
12. I agree to attend and complete the court mandated traffic course and provide proof of completion prior to the court date on \_\_\_\_\_. I will appear in person on that date to report to the court things I learned in the traffic school.
13. I understand that if I do not comply with the conditions of my diversion, the diversion will be terminated, and I will be convicted of the offense. I also understand there will be NO extension, NO exceptions.
14. I will keep the court advised of my current mailing address and telephone number during the 120 day diversion period.

Citation/Case Number:	
Full Name:	
E-Mail:	
Telephone Number:	
Mailing Address:	
Signature:	