



CIRCUIT COURT of the State of Oregon
for Benton County
Twenty-First Judicial District
Benton County Courthouse
120 NW 4th Street Corvallis, Oregon



Exhibit Instructions

Effective February 15, 2023

General to all case types

- In all trials or evidentiary hearings of any type, parties must bring to the proceeding the original of all exhibits and shall provide those to the court room clerk; plus, sufficient number of copies of each exhibit to provide to each party or their attorney, and the judge.
- Exhibits must be marked in accordance with the provisions of UTCR 6.080.
- Submittal of exhibits via File and Serve or Guide and File will not be accepted.
- Any party bringing media exhibits, such as video and audio recordings, must also bring with them a device capable of presenting or displaying the media content. This pertains to all media exhibits of any format, including content on cell phone, laptop, other portable device, and external memory chip and USB connector drives. Questions regarding connection to the court's playback monitors must be resolved at least 48 hours prior to the scheduled appearance and may be directed to:
BEN.Exhibits@ojd.state.or.us

Specific to juvenile case types

- In addition to complying with these instructions, the format and submittal of exhibits in juvenile matters shall also comply with UTCR 11.110.

Specific to civil case types

- In civil cases, trial exhibit lists must be delivered to the court and opposing counsel or party not less than two judicial days prior to the commencement of trial. (SLR 6.051(1))
- Trial exhibit lists must be delivered to the assigned judge's Judicial Assistant:
 - Hon. Joan Demarest – BEN.JED.Scheduling@ojd.state.or.us
 - Hon. Matthew Donohue – bentonmjdscheduling@ojd.state.or.us
 - Hon. Keri J. Smith – BEN.KJS.Scheduling@ojd.state.or.us