



## Disciplinary Board Clerk Filing Guide

All pleadings and other documents in disciplinary and contested reinstatement proceedings matters must be filed with the Disciplinary Board Clerk at the Oregon State Bar 16037 SW Upper Boones Ferry Rd PO Box 231935 Tigard, OR 97281-1935. The OSB center is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Documents may be delivered to the OSB reception desk during those hours. Any document delivered outside business hours will be deemed to have been received on the next business day.

The Disciplinary Board Clerk is responsible for maintaining the official records of the proceedings. Filing with the Disciplinary Board Clerk is the equivalent of filing a document with a court clerk. **It is not a substitute for service on OSB Disciplinary Counsel, any appointed Bar Counsel or the Accused that may be required under the Bar Rules of Procedure.**

### **The following documents must be filed with the Disciplinary Board Clerk:**

Answer [BR 4.3(d); BR 8.10]  
Briefs [BR 4.8]  
Challenge to Trial Panel [BR 2.4(g)]  
Cost Bill (Disciplinary Board final decisions) [BR 10.7(d)]  
DCO Response to Request for Extension of Time to Answer [BR 4.3(b)]  
Decision on Stipulation [BR 3.6(e)]  
Discovery Motions [BR 4.5(c)]  
Formal Complaint (or Objections to Reinstatement) [BR 4.1(b); BR 8.9]  
Motion to Correct Transcript [BR 5.3(e)]  
Notice of Appointment of Trial Panel [BR 2.4(f)]  
Notice of Hearing Date [BR 2.4(h)]  
Notice of Intent to Rely on Attorney Assistance Evidence [BR 5.9 (b)]  
Objections to Cost Bill [BR 10.7(d)]  
Order Fixing Costs [BR 10.7(d)]  
Order of Default [BR 5.8(a)]  
Order on Request for Extension of Time to Render Opinion [BR 2.4(i)(2)]  
Order Settling Transcript [BR 5.3(e)]  
Prehearing Order [BR 4.7]  
Proof of Service / Acceptance of Service [BR 1.10(e)]  
Referral from Supreme Court (Reinstatement/Recip. Disc./Conviction) [BR 3.4, 3.5, 8.9]  
Request for Extension of Time to Render Opinion [BR 2.4(i)(2)]  
Request for Prehearing Conference [BR 4.6]  
Request for Supreme Court Review [BR 10.1]  
Response to Motion to Correct Transcript [BR 5.3(e)]  
Responses to Discovery Motions [BR 4.5(c)]  
Ruling on Challenge to Panel [BR 2.4(g)]  
Rulings on Discovery Motions [BR 4.5(c)]  
Stipulation for Discipline [BR 3.6(d)]  
Trial Exhibits [BR2.4(i)(3)]  
Trial Panel Opinion [BR2.4(i)(2)(a)]  
Trial Transcript [BR 5.3(e)]