



MEDFORD
MUNICIPAL COURT

APPEALS

When someone is found guilty of an offense in the Medford Municipal Court, they have the right to file an appeal with the Jackson County Circuit Court. Oregon law provides that a judge in that court will treat an appeal "as though the case had been originally filed with the Circuit Court and shall try the case anew, disregarding any irregularity or imperfection in the proceedings" in the Municipal Court. Oregon Revised Statutes (ORS) Section 138.057(f).

A written notice of appeal must be filed within 30 days after the date of the decision in the Medford Municipal Court to start the appeal process.

A copy of the notice of appeal should be served on the Medford City Attorney by certified mail (preferably with "return receipt requested") or personal service at the City Attorneys' office. It is not necessary to personally serve the City Attorney.

Once the City Attorney has been served, proof of service must be filed with the Medford Municipal Court. Proof of service should indicate the time, place, and manner of service along with copies of the certified mail receipt and return receipt.

For more information about service of the notice of appeal, please review ORS Section 138.057 (b), available in libraries or online at www.oregonlegislature.gov.

Once a notice of appeal has been filed, the Medford Municipal Court will forward the notice of appeal, citation and other records to Circuit Court. A new trial date will be set by the Circuit Court. There is a \$281.00 non-refundable filing and trial fee required by the Circuit Court.

1 CITY OF MEDFORD,)
2 Plaintiff,) NOTICE OF APPEAL
3 vs.) Docket No. _____
4 Defendant.)
5 _____)
6

7 NOTICE IS HEREBY GIVEN that defendant _____,
8 does hereby appeal to the Circuit Court of the State of Oregon for the county of Jackson from
9 that certain judgment of conviction made and entered herein on _____ day of
10 _____, _____ for _____
11 by the terms of which conviction defendant was sentenced to _____

12 ☐ Per ORS 809.460 I am requesting the Court to direct the Department of Transportation to
13 rescind my license suspension pending the outcome of my appeal.

14 DATED this _____ day of _____, _____.

15 _____
16 Defendant
17 Telephone: Home _____ Work _____

18 I certify that on _____, _____, I personally served a
19 true, exact and full copy of the within Notice of Appeal, on _____,
20 Attorney of record for the City of Medford, by leaving the copy with his/her clerk located at:
21 411 W 8th St., Medford, OR 97501.

22 _____
23 Defendant/Defense Attorney

24 I certify that I served the foregoing Notice of Appeal on the attorney for the City of Medford
25 by depositing a true, full and exact copy in the United States Post Office addressed
26 to: Medford City Attorney, 411 W 8th St., Medford, OR 97501.

Defendant/Defense Attorney