

HOW TO AUTO-FORWARD OREGON ECOURT MESSAGES IN OUTLOOK 2016 AND ABOVE

In the Oregon eCourt system, court notices (hearings, trial dates, entry of judgment) are sent from the Oregon Judicial Department using the domain **@ojd.state.or.us**. Notices regarding submitted, accepted, or rejected filings are sent from the Tyler Technologies File and Service system using the domain **@tylerhost.net**. **In order to copy staff or other lawyers on all eCourt notices, create rules for both domains.**

Here are step-by-step instructions for creating a rule in Outlook 2016 and above to mark all messages sent from **@ojd.state.or.us** as important and auto forward copies to specific people (staff, other lawyers). **Repeat these steps to create a second rule for messages sent from @tylerhost.net.**

The concepts for rule creation set out in this example will apply when auto-forwarding e-mail in other versions of Outlook, in Gmail, or in other e-mail programs such as Thunderbird or Apple Mail.

1. Click the Home tab in the ribbon.
2. From the toolbar, select Rules ▼ Manage Rules & Alerts ...
3. Select the New Rule... button.
4. The Rules Wizard launches.
5. Locate the heading **"Start from a blank rule."**
6. Select "Apply rule on messages I receive."
7. Click Next ►
8. In Step 1 - Select condition(s) find the condition "with [specific words](#) in the sender's address" and check the box.
9. In Step 2 - Edit the rule description by clicking on the [specific words](#) link.
10. The Search Text box appears. In the top line, enter @ojd.state.or.us. (without the period)
11. Click Add, click OK, then click Next ►
12. In Step 1 – Select action(s) find the condition "mark it as [importance](#)" and check the box.
13. In Step 1 – Select action(s) find the condition "forward it to [people or public group](#)" and check the box.
14. In Step 2, Edit the rule description. Click first on the [importance](#) link. "Specify the importance to set" appears. Select "High" from the pull-down menu and click OK.
15. Next, click on the [people or public group](#). In the To► box, type the e-mail address(es) of the person(s) to whom you wish to forward the e-mail. Separate multiple e-mail addresses by semi-colons. Tip: you can also select e-mail addresses from your Address Book list.
16. In Step 1 – Select action(s), you can also elect to move eCourt messages "to a [specified folder](#)." If you choose this condition, be sure to edit the rule description to select the folder destination.
17. When done adding e-mail addresses, click OK, and then click Next.
18. The next step in the Rule allows you to set exceptions. There are none. Click Next.
19. In Step 1 – Specify a name for this rule, such as "Forwarding Oregon eCourt messages."
20. In Step 2 – Setup rule options, "Turn on this rule" is checked by default. Check other boxes as desired.
21. In Step 3 – Review the rule description, edit if necessary. Select Finish to complete the rule. Click OK to close the Rules and Alerts box.
22. **REPEAT THESE STEPS TO CREATE A SECOND RULE FOR @tylerhost.net. Notices from File and Serve (submitted, accepted, and rejected filings) come from Tyler Technologies @tylerhost.net. Court notices (hearings, trial dates, entry of judgment) are sent from @ojd.state.or.us.**

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Tips

1. If using Microsoft Exchange Server or Exchange Online, set up rules only when you are connected to your Exchange server, not when you are offline.
2. It should not be necessary at Step 8 to choose the conditions “sent only to me” or “where my name is in the To box.” The rule will automatically mark all messages received from @ojd.state.or.us or @tylerhost.net as important and auto-forward them to the persons specified.

IMPORTANT NOTICES

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