



Share the Road Safety Class

Important instructions to participants about how file your Certificate of Completion with Multnomah County Court

These instructions are provided to you by the Share the Road Safety Class (SRSC) under the SRSC guidelines and under the Order of the Presiding Judge for Multnomah County. ***This is not legal advice. If you need legal advice, you should seek counsel from an attorney.*** Following these instructions and the instructions on your traffic citation will help you in getting the benefit of either a dismissal of the eligible traffic violation or a conviction with no fine (called a “sentence of discharge”). You are required to file your *original* Certificate of Completion with the court noted on your citation.

The process you must follow depends on the type of violation you were charged with on your traffic citation. There are two types of SRSC eligible violations: Automatic Eligibility & Discretionary Eligibility (listed on the back).

I. AUTOMATIC ELIGIBILITY VIOLATIONS

If you are charged with an Automatic Eligibility Violation, you must file your original class certificate with the Court's Violations Bureau Clerk at the court that you were assigned on your citation. The Clerk can enter a “Judgment of Dismissal” for the eligible violation at the time you file your certificate without you being required to appear before a judge. Judgments of dismissal for Automatic Eligibility Violations may only be entered for defendants who have never previously attended SRSC and who timely file with the Court the original Certificate of Completion under the SRSC guidelines.

II. DISCRETIONARY ELIGIBILITY VIOLATIONS

If you are charged with a Discretionary Eligibility Violation you must appear before a judge of the Multnomah County Court in the normal course of traffic violation proceedings at which time the court may then make appropriate orders under SRSC guidelines. **The court clerks cannot dismiss discretionary eligibility violations; you must see a judge.** Multnomah County at 8:30 am or 1:30 pm Monday – Friday or Gresham Court at 5 pm Monday – Friday.

APPEARING IN COURT BEFORE AND/OR AFTER YOUR ARRAIGNMENT DATE

- A. Procedure for appearing in court after attending SRSC but prior to arraignment (the first court date listed on the bottom of the citation you received from the officer)
- I. For Automatic Eligibility Violations: Bring the SRSC certificate to the court listed on your citation during normal business hours on or before your scheduled court date. A Violations Bureau Clerk may enter a judgment of dismissal by order of the Presiding Judge.
 - II. For Discretionary Eligibility Violations: If you chose to personally appear before a judge on your arraignment date (listed as Option 1 on the back of your citation), the judge may dismiss or enter a sentence of discharge for the eligible violation *only if the officer has clearly indicated this in the officer's notes on the citation*. If the officer made no notes about completing SRSC, or the court does not have the notes to review, then you will need to enter a not guilty plea and have the case set for trial so that you can appear with the officer before a judge. Or, you may chose to enter a plea of not guilty in writing (Option 3 on the back of your citation); you will need to appear at your trial so that you, the officer and the judge can consider disposing of the eligible violation under SRSC guidelines.
- B. Procedure for appearing in court after attending SRSC after arraignment.
- I. For Automatic Eligibility Violations: Even though you have entered a not guilty plea and requested a trial, you can still bring the SRSC Certificate to the Court listed on your citation. The violations' bureau clerk may enter a judgment of dismissal for the automatic eligibility violation only by order of the Presiding Judge. If there are additional remaining violations that are not SRSC eligible, you must appear for your trial
 - II. For Discretionary Eligibility Violations: You will need to appear at your trial so that you, the officer and the judge can consider disposing of the eligible violation under SRSC guidelines. Remember to bring the original SRSC Certificate with you and present it to the officer and the judge before a trial commences.

OTHER HELPFUL INFORMATION

1. Read your citation carefully. You must choose and follow one of the options listed and appear for all trial dates.
2. Any request to postpone your trial must be in writing AND received by the court not less than 14 days before your trial date. Postponements of trial may be allowed by the court upon a showing of good cause.
3. The date on the bottom of your citation is your arraignment hearing (your “first appearance” in court). Police officers do not appear for arraignment. Arraignment hearings are not rescheduled.

4. If the officer has referred you to SRSC but you need time to complete SRSC, then either personally appear in court for your arraignment and enter a not guilty plea (Option 1), or enter a plea of not guilty by written appearance (Option 3). If you do neither and you fail to appear for arraignment, a judgment of conviction and fine will be entered by the court. Other sanctions may also be imposed.
5. Once a "Not Guilty" plea is entered, the court will set the case for trial. Your trial notice will be mailed to you. You must provide the court with any change in your mailing address.
6. Court clerks can only dismiss an Automatic Eligibility citation, abiding by an order from the Presiding Judge for specified violations.
7. Discretionary eligible violations referred to the SRSC by the citing officer must appear before a judge. Usually, this will be at a trial date – a day when both you and the officer are required to be present. You may wish to speak with the officer before your case is called for trial to confirm what benefit the officer recommends for your completion of SRSC.
8. Since trial dates may be canceled and rescheduled for a variety of reasons, call the traffic court a day or two in advance of your trial to confirm your date, time and location of your trial. When you call, be ready to provide the clerk with the case number of the citation (listed as "citation #" or "docket #") on the top of your citation.

**Contact
information**

Multnomah County Traffic Court

Gresham Courthouse

In Writing:

P.O. Box 114,
Portland, Oregon 97207

P.O. Box 2217
Gresham, Oregon 97030

In Person:

1021 SW Fourth, Room 106,
Portland, Oregon 97204-1123
On 4th St., between Salmon & Main, downtown Portland

150 W. Powell Blvd,
Gresham, Oregon,
Between Eastman Parkway & Main

Hours:

8:00 am to 5:00 pm
Monday-Friday, except holidays

8:00 am to 7:30 pm (closed 12-1)
Monday to Friday, except holidays

By Phone:

Traffic Department, 503.988.3235

Gresham Courthouse 503 988-3199

Class Information: Legacy Emanuel Hospital 503 413-2672, e-mail: mmorriso@lhs.org

List of Eligible Traffic Violation for the SRSC:

I. Automatic Eligibility

Pedestrian	PCC 16.70.210 ORS 814.070	Pedestrian not using a crosswalk Pedestrian improper position on highway
Bicycle	PCC 16.70.320 ORS 814.420 ORS 814.430 ORS 814.440 ORS 814.450 ORS 814.460 ORS 814.470 ORS 814.485 ORS 814.486 ORS 815.280	Bicycle-Operating Rules Failure to use bicycle lane or path Improper use of lanes on bicycle Failure to signal turn on bicycle Unlawful load on bicycle Unlawful passenger on bicycle Failure to use bicycle seat Failure to wear bicycle helmet <16 Endangering bicycle operator or passenger Failure to use required bicycle lighting (w / purchase of lights)
Motor Vehicle	ORS 816.330	Defective lighting (with repair of defect)

II. Discretionary Eligibility on Recommendation of the Officer or Court:

Pedestrian	ORS 814.020 ORS 814.040	Pedestrian fails to obey a traffic control device Pedestrian fails to yield to a vehicle
Bicycle	ORS 814.410 ORS 811.025 ORS 811.415 ORS 811.265 ORS 811.270 ORS 811.360	Unsafe operation of bicycle on sidewalk Failure to yield to pedestrian on sidewalk Unsafe passing on the right Failure to obey a traffic control device Failure to obey one-way designation Vehicle turn at stop light: improper turn
Motor Vehicle	ORS 811.265 ORS 811.360 ORS 811.375 ORS 811.415 ORS 811.435 ORS 811.025 ORS 811.055 ORS 811.050 ORS 811.028 ORS 811.020 ORS 811.490	Failure to obey a traffic control device Vehicle turn at stoplight; improper turn Unlawful or un-signalized change of lane Unsafe passing on the right Operation of motor vehicle in bicycle lane Failure to yield to pedestrian on sidewalk Failure to yield to bicyclist on sidewalk Failure to yield to rider in bicycle lane Failure to stop for pedestrian Passing stopped vehicle at crosswalk Improper opening of vehicle door