



# UNITED STATES DISTRICT COURT WESTERN DISTRICT OF OKLAHOMA

## ELECTRONIC CASE FILING TRAINING



# UNITED STATES DISTRICT COURT WESTERN DISTRICT OF OKLAHOMA

## CONTACT INFORMATION

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**Website:** [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)

**Help Desk Phone Number:** 405-609-5555

**Help Desk Hours of Operation:** 8:00am-5:00pm M-F

**Help Desk Email Address:** [HelpDesk@okwd.uscourts.gov](mailto:HelpDesk@okwd.uscourts.gov)

**New Cases Email Address:** [NewCases@okwd.uscourts.gov](mailto:NewCases@okwd.uscourts.gov)

**National PACER Help Desk:** 800-676-6856

## WHERE TO FIND USEFUL INFORMATION

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**Local Court Rules:** [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov) > Rules &  
Procedures > Local Rules > Local Court  
Rules

**Electronic Filing Manual:** [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov) > Rules &  
Procedures > Local Rules  
> Policies and Procedures Manual

**Chambers Rules:** [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov) > Rules &  
Procedures > Chambers Rules

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## ACCESSING CM/ECF: LOGGING IN IF YOU ALREADY HAVE FILING RIGHTS

**Important: CM/ECF is currently only supported on Firefox.**













**CM/ECF is not supported on Microsoft Edge or Google Chrome. Using these browsers will lead to system errors.**



When you have filing rights in the Western District of Oklahoma, you will be able to access it from PACER.gov or from this Court's Website. These instructions will show you how to access it from the Court's website.

1. Using Firefox, go to [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov).
2. Scroll to our Most Popular section and click on the eFiling link.

### **MOST POPULAR**

	<b>COVID-19</b> COVID-19 information <a href="#">CLICK HERE</a>
	<b>eJUROR</b> <a href="#">Click here for eJUROR System Login</a>
	<b>JURY SCAM</b> <a href="#">Click here for Phone Scam</a>
	<b>REALID Act</b> <a href="#">Click here for REALID Act</a>
	<b>eFILING</b> <a href="#">Click here for CM/ECF Login</a>
	<b>PACER</b> <a href="#">Click here for Court Electronic Records</a>
	<b>DailyDocket</b> <a href="#">Click here for Daily Docket</a>
	<b>MDL Cases</b> <a href="#">Click here for MDL Cases</a>
	<b>Calendar</b> <a href="#">Click here for Court Calendar</a>
	<b>eVoucher</b> <a href="#">Click here for eVoucher</a>



3. Click the Hyperlink under the State of Oklahoma.



Welcome to the U.S. District Court for the Western District of Oklahoma[LIVE]

[Western District of Oklahoma\[LIVE\] - Document Filing System](#)



- This will redirect you to the PACER login screen. Log in using your unique attorney credentials and you will be returned to the CM/ECF filing system.

**➔ Login**

**\* Required Information**

**Username \***

**Password \***

**Client Code**

4. Once you have logged in, you should see this menu at the top of your screen.



There are two reasons why you may not see filing options (the Civil and Criminal tabs) when you log in with your PACER credentials:

- If you previously had filing rights, but have not filed since prior to August of 2020, you must link your PACER Account with your old CM/ECF Account. (See Pg. 36.)
- If you are admitted to practice, but have never filed before, you must request e-filing privileges on PACER. (See Pg. 38.)

## HOW TO: FILE AN ENTRY OF APPEARANCE

An Entry of Appearance is the first document an attorney must file in any case. An EOA should be filed in every case in which an attorney intends to file, including cases removed from State Court.

1. Click the appropriate filing tab (Either Civil or Criminal). For the purposes of these instructions, we will use the Civil Menu. Under Other Filings, select Notices.



CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

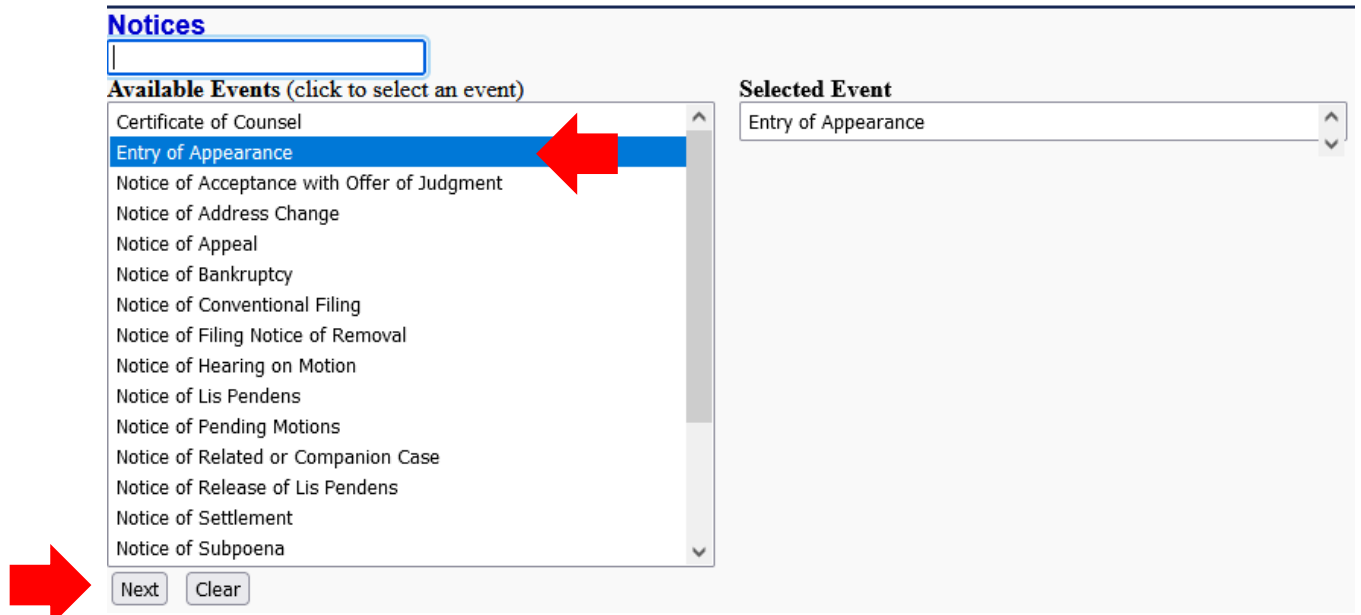
**Civil Events**

<b>Initial Pleadings and Service</b> <a href="#">Complaints and Other Initiating Documents</a> <a href="#">Service of Process</a> <a href="#">Answers to Complaints / Disclaimer</a> <a href="#">Other Answers</a>	<b>Other Filings</b> <a href="#">Trial Documents</a>  <b>Other Filings</b> <a href="#">Appeal Documents</a> <a href="#">Bankruptcy Documents</a> <a href="#">Other Documents</a> <a href="#">Social Security / ERISA Filings</a>	<b>Sealed and/or Ex Parte Filings</b> <a href="#">Sealed Documents</a> <a href="#">Ex Parte Documents</a> <a href="#">Sealed Proposed Orders</a>
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**Motions and Related Filings**  
[Motions](#)  
[Responses and Replies](#)  
[Proposed Orders](#)

**Other Filings**  
[ADR Documents](#)  
[Notices](#)

2. Select Entry of Appearance. Click Next.



**Notices**

**Available Events** (click to select an event)

- Certificate of Counsel
- Entry of Appearance**
- Notice of Acceptance with Offer of Judgment
- Notice of Address Change
- Notice of Appeal
- Notice of Bankruptcy
- Notice of Conventional Filing
- Notice of Filing Notice of Removal
- Notice of Hearing on Motion
- Notice of Lis Pendens
- Notice of Pending Motions
- Notice of Related or Companion Case
- Notice of Release of Lis Pendens
- Notice of Settlement
- Notice of Subpoena

Next Clear

**Selected Event**

Entry of Appearance

3. Enter the case number in simple terms (i.e. 18-5) and click Find This Case. Check the box next to the correct case number and click Next.

**Answers to Complaints**

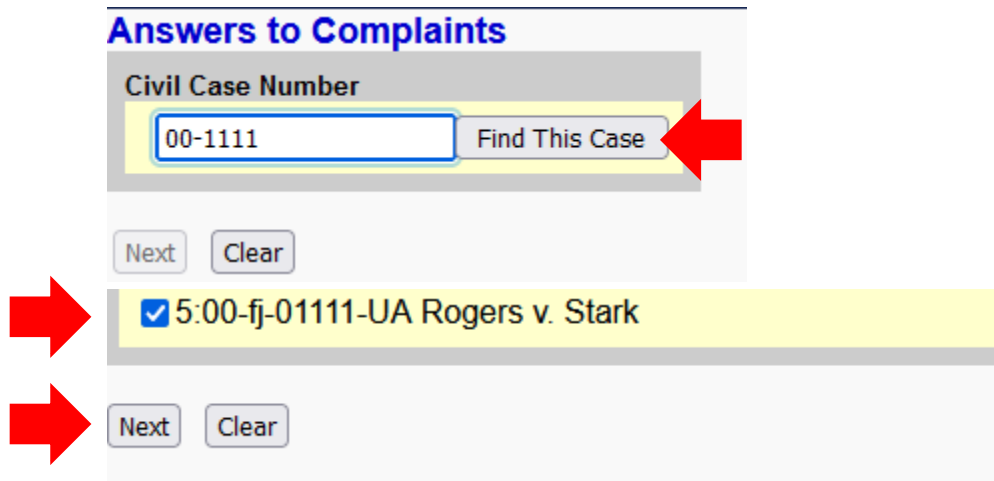
Civil Case Number

Find This Case

Next Clear

5:00-fj-01111-UA Rogers v. Stark

Next Clear



4. Verify the case number is correct and click Next. Do not click on your case number/title at this time, as this will take you to view the docket sheet.

**Notices**

[5:00-fj-01111-UA Rogers v. Stark](#)

Next Clear



5. Upload your EOA as the Main Document using the Browse button. Click Next.

**Notices**

[5:00-fj-01111-UA Rogers v. Stark](#)

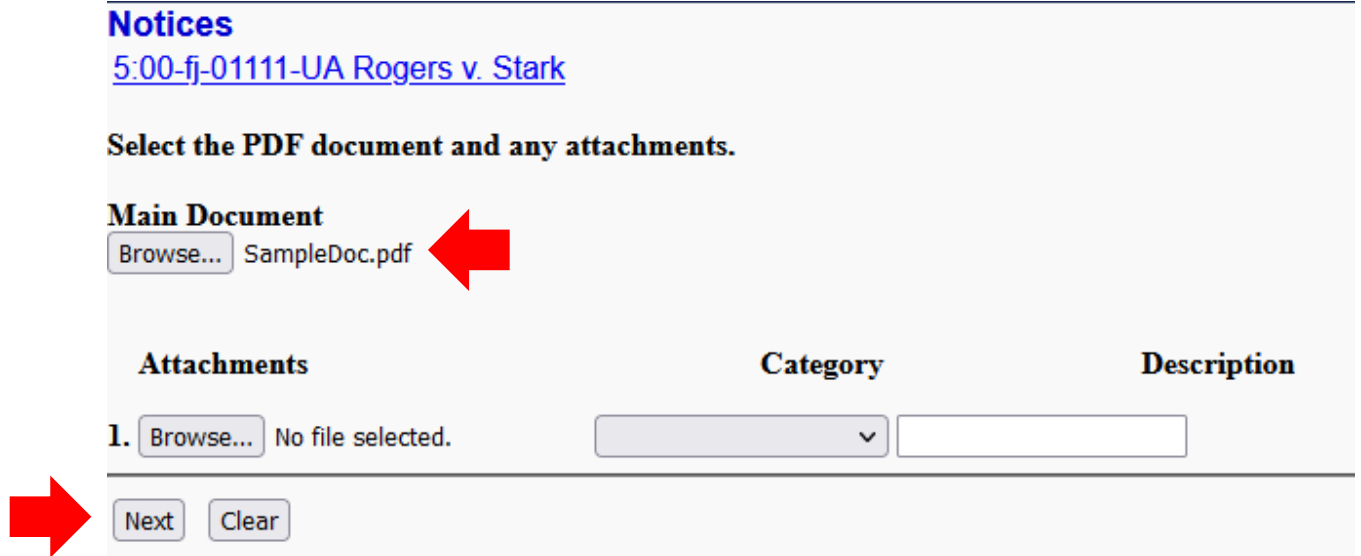
**Select the PDF document and any attachments.**

**Main Document**

Browse... SampleDoc.pdf

Attachments	Category	Description
I. Browse... No file selected.	<input type="text" value="v"/>	<input type="text"/>

Next Clear



6. Select the party you represent.
  - If you represent only one of multiple plaintiffs or defendants, select only the applicable party instead of All Defendants or All Plaintiffs.
  - If you represent more than one party, select the name of the first party, hold down the Ctrl key on your keyboard, and select the names of subsequent parties before pressing the Next button.

**Notices**  
[5:00-fj-01111-UA Rogers v. Stark](#)

**Note:**  
 1) **DO NOT** select **New Filer** unless this filing supports party additions.  
 2) If necessary, please double click the party name to determine its designation.

7. Ensure Notice is checked so that you will receive notices of electronic filings (NEFS) in this case each time a document is filed. Click Next.

**Notices**  
[5:00-fj-01111-UA Rogers v. Stark](#)

**The following attorney/party associations do not exist for the above case(s).**

**Please check the box on the left of the screen for associations which should be created.**


**If the association should *not* be created, be sure the box is *unchecked*.**

Test Plaintiff (pty:pla) represented by Kira Murphey (aty)  Notice

Next Clear




8. Continue clicking Next. You will receive one final warning before finalizing the filing.



**Notices**  
[5:00-fj-01111-UA Rogers v. Stark](#)

9. Review your docket text at this step to ensure everything is accurate. Clicking next will file your document, and you will receive a Notice of Electronic Filing in your email.



**Notices**  
[5:00-fj-01111-UA Rogers v. Stark](#)

Docket Text: Final Text  
**ENTRY of Appearance by Kira Murphey on behalf of Test Plaintiff (Murphey, Kira)**

**Attention!!** Pressing the **NEXT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?

*Source Document Path (for confirmation only):*  
C:\fakepath\SampleDoc.pdf pages: 1

## HOW TO: FILE AN ANSWER TO COMPLAINT

1. Click the Civil filing tab. Under Initial Pleadings and Service, select Answers to Complaints/Disclaimer.



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

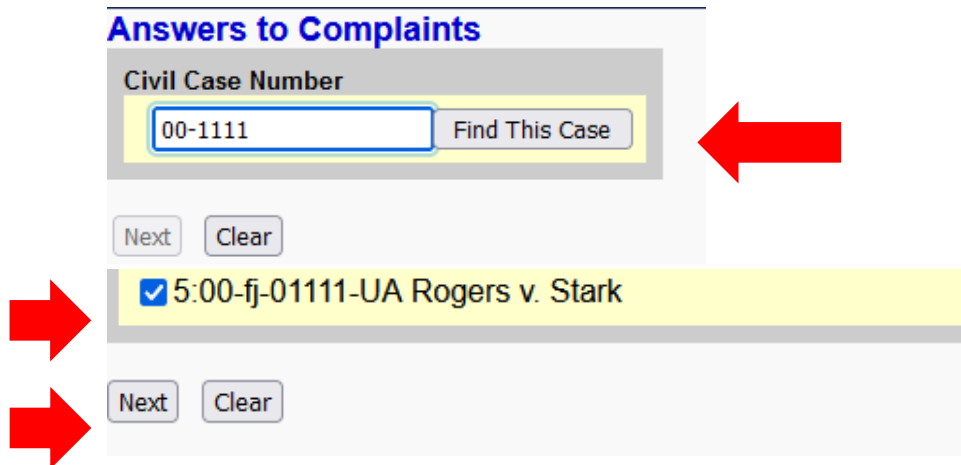
Civil Events

<b>Initial Pleadings and Service</b> <a href="#">Complaints and Other Initiating Documents</a> <a href="#">Service of Process</a> <a href="#">Answers to Complaints / Disclaimer</a> <a href="#">Other Answers</a>	<b>Other Filings</b> <a href="#">Trial Documents</a>  <b>Other Filings</b> <a href="#">Appeal Documents</a> <a href="#">Bankruptcy Documents</a> <a href="#">Other Documents</a> <a href="#">Social Security / ERISA Filings</a>	<b>Sealed and/or Ex Parte Filings</b> <a href="#">Sealed Documents</a> <a href="#">Ex Parte Documents</a> <a href="#">Sealed Proposed Orders</a>
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**Motions and Related Filings**  
[Motions](#)  
[Responses and Replies](#)  
[Proposed Orders](#)

**Other Filings**  
[ADR Documents](#)  
[Notices](#)

2. Enter the case number in simple terms (i.e. 18-5) and click Find This Case. Check the box next to the correct case number and click Next.



**Answers to Complaints**

Civil Case Number

5:00-fj-01111-UA Rogers v. Stark

3. Verify the case number is correct and click Next. Do not click on your case number/title at this time, as this will take you to view the docket sheet.



**Answers to Complaints**  
[5:00-fj-01111-UA Rogers v. Stark](#)

4. If you have not filed an entry of appearance in this case, you must do so prior to filing any other document. If you have already filed an entry of appearance, click Next.

### Answers to Complaints

[5:00-fj-01111-UA Rogers v. Stark](#)

#### ENTRY OF APPEARANCE INFORMATION

If you have not yet filed an entry of appearance in this case, you need to do so.

You may obtain an entry of appearance form [here](#).



Next Clear

5. Select the party you represent.
- If you represent only one of multiple plaintiffs or defendants, select only the applicable party instead of All Defendants or All Plaintiffs.
  - If you represent more than one party, select the name of the first party, hold down the Ctrl key on your keyboard, and select the names of subsequent parties before pressing the Next button.

### Answers to Complaints

[5:00-fj-01111-UA Rogers v. Stark](#)

#### Note:

- 1) **DO NOT** select New Filer unless this filing supports party additions.
- 2) If necessary, please double click the party name to determine its designation.

Pick Filer

[Collapse All](#) [Expand All](#)

- Test Defendant dft
- Test Plaintiff pla



Select the filer.

Select the Party: OR Select a Group:

Defendant, Test [dft]  
Plaintiff, Test [pla]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear New Filer



6. Upload your Answer in the Main Document section using the Browse button. Click Next.



**Answers to Complaints**  
[5:00-fj-01111-UA Rogers v. Stark](#)

Select the PDF document and any attachments.

**Main Document**  
Browse... SampleDoc.pdf

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear



7. CM/ECF will ask you a series of questions. Answer as appropriate, clicking Next after each question.

**Answers to Complaints**  
[5:00-fj-01111-UA Rogers v. Stark](#)

Is this an Answer or a Disclaimer? Please enter A or D: A

Next Clear

**Answers to Complaints**  
[5:00-fj-01111-UA Rogers v. Stark](#)




Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

Does this Answer include a jury demand Y/N? Y

Next Clear




8. You may adjust the title of your document using this screen. If this is an Amended Answer, you could indicate that information by selecting “AMENDED” from the dropdown options. If you do not need to modify the docket text, click Next.

**Answers to Complaints**  
[5:00-fj-01111-UA Rogers v. Stark](#)

Docket Text: Modify as Appropriate.

AMENDED ANSWER to Complaint with Jury Demand and request to stay by Test Plaintiff. (Murphey, Kira)

Next Clear



9. Review your docket text at this step to ensure everything is accurate. Clicking next will file your document, and you will receive a Notice of Electronic Filing in your email.

[Answers to Complaints](#)

[5:00-fj-01111-UA Rogers v. Stark](#)

Docket Text: Final Text

**AMENDED ANSWER to Complaint with Jury Demand *and request to stay* by Test Plaintiff.(Murphey, Kira)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?

*Source Document Path (for confirmation only):*

C:\fakepath\SampleDoc.pdf pages: 1



Next

Clear

## HOW TO: OPEN A NEW CASE

The requirements for opening a new civil case can be found in the Local Rules, Section II: Commencement of Action and Service of Process, and the ECF Policies & Procedures Manual Section II.A.2: Initiating Documents in Civil Cases.

New civil cases in this district cannot be filed by the attorney on CM/ECF. Instead, you will email the initiating documents to the New Cases Inbox where they will be reviewed by Court Clerk's Office staff, assigned a case number, and entered into CM/ECF for you.

**NEW CASE DOCUMENTS SHOULD BE EMAILED TO:**

**[NEWCASES@OKWD.USCOURTS.GOV](mailto:NEWCASES@OKWD.USCOURTS.GOV)**

1. The following documents are **required** to open a new case:
  - o Complaint, Petition, or Notice of Removal from State Court.
  - o Completed Civil Cover Sheet (Form JS 44, available on [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov) under Forms)
2. These other documents may be included in your email to be filed by Court Staff, if appropriate for your case or as required by Federal or Local Rules.
  - o Any exhibits or attachments to your Complaint.
  - o If filing a Notice of Removal, all State Court pleadings and a copy of the State Court Docket Sheet.
  - o Any Motion for Leave to Proceed in forma pauperis.
  - o Completed Summons Form (AO-440, available on [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov) under Forms).
3. Additional documents for filing (i.e., an attorney entry of appearance) must be filed on CM/ECF after the case is opened.
4. Prior to opening, Court Staff will review your documents to ensure everything is in compliance with the Local Rules and ECF Policies & Procedures Manual. Your email might be returned to you and revisions requested for a few reasons:
  - o Your civil cover sheet is missing information.
  - o Your complaint/notice of removal or civil cover sheet has not been signed.
  - o You have multiple documents in one .pdf file. Your documents should be submitted all as separate .pdf files.
  - o You have unredacted personal identifiers (such as a date of birth, SSN, or minor name) in your documents and we want to give you a chance to correct before filing.
  - o You haven't appropriately titled your attachments (see Pg. 12).
5. If your email is returned for revision, we will tell you what we need changed before the case can be opened.
6. Your case will be opened as of the date the final documents are received in the New Cases Inbox, even if that is a holiday or weekend.

HOW TO: OPEN A NEW CASE - 1

## HOW TO: TITLE YOUR DOCUMENTS

The ECF Policies & Procedures Manual II.A.4.a states,

Exhibits and attachments that are filed electronically shall be submitted as separate attachments to the document and shall be clearly labeled with the appropriate exhibit number (*i.e.*, Exhibit 1, Exhibit 2). Do not use alphabetical or alpha-numeric designations for exhibits. A description of the numbered exhibit must be provided in the docket entry (*i.e.*, Exhibit 15: January 2004 Contract).

Whether you are filing the documents on CM/ECF or sending in a new case to the New Cases Inbox, you must carefully follow these instructions. Failure to follow these may result in your documents being stricken by the Court.

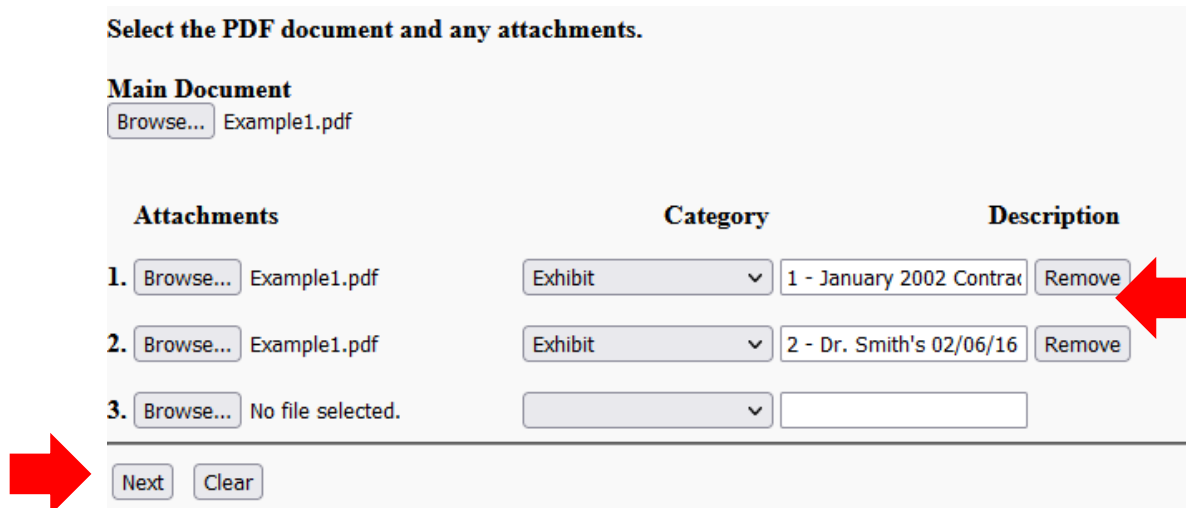
When filing on CM/ECF:

1. First upload your main document.
2. Next, begin uploading your attachments.
3. Clearly title your documents numerically with descriptive titles.
4. If you have selected Exhibit as your category, it is not necessary to type Exhibit in the description (it will display on the docket sheet).

**Select the PDF document and any attachments.**

**Main Document**  
 Example1.pdf

	<b>Attachments</b>	<b>Category</b>	<b>Description</b>	
1.	<input type="button" value="Browse..."/> Example1.pdf	Exhibit	1 - January 2002 Contract	<input type="button" value="Remove"/>
2.	<input type="button" value="Browse..."/> Example1.pdf	Exhibit	2 - Dr. Smith's 02/06/16	<input type="button" value="Remove"/>
3.	<input type="button" value="Browse..."/> No file selected.			



5. Click Next when you are ready to file.

## HOW TO: REQUEST ADMISSION PRO HAC VICE

Admission Pro Hac Vice is governed by LCvR83.2(g) and LCvR83.3.

### LCvR83.2(g)

**Admission Pro Hac Vice.** Any attorney who is eligible for admission to the bar of this court may, in the discretion of a judge of this court, be granted temporary admission to practice in a pending case. Attorneys requesting such admission are required to attach to their motion a completed Request for Admission Pro Hac Vice form provided by the court clerk's office along with the required fee. Counsel admitted pro hac vice shall electronically file an entry of appearance consistent with LCvR83.4

### LcVR83.3 Association of Local Counsel

- (a) **Responsibilities of Non-Resident Counsel.** When representing a party in this court, any attorney who is not a resident of, and does not maintain an office in, Oklahoma shall show association with an attorney who is personally appearing in the action and who is a resident of Oklahoma and maintains a law office within the State of Oklahoma, and who has been duly and regularly admitted to practice in this court.
- (b) **Responsibilities of Local Counsel.** It is the responsibility of local counsel appearing in any civil case to file the motion of the non-resident attorney to be admitted pro hac vice and to certify in the motion that the non-resident attorney is a member in good standing of the bar of the highest court of the state where the non-resident attorney resides or is licensed. The local attorney shall sign the first pleading filed and shall continue in the case unless other local counsel is submitted. Any notice, pleading, or other paper may be served upon the local attorney with the same effect as if personally served on the non-resident attorney.
- (c) **Relief from this Rule.** Relief from this rule is within the court's discretion upon motion establishing financial hardship, special qualifications of non-resident counsel, or other good cause, provided that out-of-state counsel certifies familiarity with the local civil court rules.

## HOW TO FILE A MOTION FOR LEAVE TO APPEAR PRO HAC VICE:

### Non-Resident Counsel:

1. Complete the "Request for Admission Pro Hac Vice" form (which is available at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov) under Forms) and provide it to local counsel.
2. Once the Motion is granted, promptly request e-filing status through PACER (see Pg. 38) and file an entry of appearance in the case (See Pg. 3).



**Local Counsel:**

1. Local Counsel is responsible for filing the Motion for Leave to Appear Pro Hac Vice. For the purposes of these instructions, the Civil Menu displays. Select Motions.

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Civil Events

<b>Initial Pleadings and Service</b> <a href="#">Complaints and Other Initiating Documents</a> <a href="#">Service of Process</a> <a href="#">Answers to Complaints / Disclaimer</a> <a href="#">Other Answers</a>	<b>Other Filings</b> <a href="#">Trial Documents</a>	<b>Sealed and/or Ex Parte Filings</b> <a href="#">Sealed Documents</a> <a href="#">Ex Parte Documents</a> <a href="#">Sealed Proposed Orders</a>
<b>Motions and Related Filings</b> <a href="#">Motions</a> <a href="#">Responses and Replies</a> <a href="#">Proposed Orders</a>	<b>Other Filings</b> <a href="#">Appeal Documents</a> <a href="#">Bankruptcy Documents</a> <a href="#">Other Documents</a> <a href="#">Social Security / ERISA Filings</a>	
<b>Other Filings</b> <a href="#">ADR Documents</a> <a href="#">Notices</a>		

2. From the list of available events, select “Appear Pro Hac Vice (ONE motion per attorney)”. Click Next.

Motions

 Start typing to find another event.

<b>Available Events</b> (click to select events)	<b>Selected Events</b> (click to remove events)
<ul style="list-style-type: none"><li>Add Party</li><li>Administrative Closure</li><li>Alter Judgment</li><li>Amend/Correct</li><li>Appeal In Forma Pauperis</li><li><b>Appear Pro Hac Vice (ONE motion per attorney)</b></li><li>Appoint Counsel</li><li>Appoint Expert</li><li>Appoint Guardian/Attorney ad Litem</li><li>Appoint Receiver</li><li>Approve Consent Judgment</li><li>Attorney Fees</li><li>Bifurcate</li><li>Bond</li><li>Certificate of Appealability</li></ul>	<ul style="list-style-type: none"><li>Appear Pro Hac Vice (ONE motion per attorney)</li></ul>

Next Clear

3. Enter the case number in simple terms (i.e. 18-5) and click Find This Case. Check the box next to the correct case number and click Next.

**Answers to Complaints**

Civil Case Number

00-1111 Find This Case

Next Clear

5:00-fj-01111-UA Rogers v. Stark

Next Clear

4. Verify the case number is correct and click Next. Do not click on your case number/title at this time, as this will take you to view the docket sheet.

**Notices**

[5:00-fj-01111-UA Rogers v. Stark](#)

Next Clear

5. Select the filer and click Next.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

**Note:**

1) **DO NOT** select New Filer unless this filing supports party additions.

2) If necessary, please double click the party name to determine its designation.

Pick Filer

Collapse All Expand All

Test Defendant dft

Test Plaintiff pla

Select the filer.

Select the Party: OR Select a Group:

Defendant, Test [dft]

Plaintiff, Test [pla]

No Group

All Defendants

All Plaintiffs

All Parties

Next Clear New Filer

- You will receive a reminder about filing an Entry of Appearance. If you have not already filed an Entry of Appearance, you must file one prior to filing this Motion. See Pg. 3. If you have already entered your appearance, click Next.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

**ENTRY OF APPEARANCE INFORMATION**

If you have not yet filed an entry of appearance in this case, you need to do so.



You may obtain an entry of appearance form [here](#).

- Upload your Motion as the main document, and the completed Request for Admission Pro Hac Vice form as your attachment. Remember to numerically label and clearly title your attachment. Click Next.

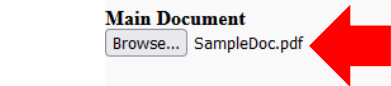
**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

Select the PDF document and any attachments.

**Main Document**

SampleDoc.pdf



**Attachments**

**Category**

**Description**

1.	<input type="button" value="Browse..."/> SampleDoc.pdf	Attachment	1 - Matt Murdock Request	<input type="button" value="Remove"/>
2.	<input type="button" value="Browse..."/> No file selected.			



- CM/ECF will allow you to electronically pay the \$50.00 PHV Admission fee. You may enter Y to pay it now, which will result in a second window opening to allow you to pay using Pay.gov. Selecting N will allow you to continue to the next step of the filing process. If you select N, you may later pay at the Court Clerk's Office or over the phone.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

Would you like to pay electronically? Y or N



Select N to pay at the court clerks office.



- You will have an opportunity to modify your docket text as follows. If you wish to make no changes, you may click Next.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

Docket Text: Modify as Appropriate.

MOTION for Leave to Appear Pro Hac Vice by Test Plaintiff. (Attachments: # (1) Attachment 1 - Matt Murdock Request for Admission Pro Hac Vice) (Murphey, Kira)

FIRST  
SECOND  
THIRD  
EVIDTU

10. Review your docket sheet at this step to ensure everything is accurate. Clicking next will file your document, and you will receive a Notice of Electronic Filing in your email.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

Docket Text: Final Text

**MOTION for Leave to Appear Pro Hac Vice by Test Plaintiff. (Attachments: # (1) Attachment 1 - Matt Murdock Request for Admission Pro Hac Vice)(Murphey, Kira)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.  
Have you redacted?

*Source Document Path (for confirmation only):*

C:\fakepath\SampleDoc.pdf pages: 1

C:\fakepath\CIV-22-76-J Env.pdf pages: 1



## HOW TO: FILE SEALED DOCUMENTS

Sealed pleadings are governed by ECF Policies & Procedures Manual III.A. These procedures should be used under the authority of the Local Rules and ECF Policies & Procedures Manual. **With rare exceptions, leave of court is required prior to filing any document under seal.**

### IF YOU HAVE A SEALED EXHIBIT:

1. LCvR5.2.2 requires that any documents filed under seal (including exhibits) must include the words **“FILED UNDER SEAL”** in or above the caption.
2. If only the exhibit should be filed under seal, first file your main document and any unsealed exhibits publicly. In place of the sealed exhibits, upload a cover page which includes the case caption and “filed under seal”.
3. Follow the instructions below to file, using Sealed Exhibit.

### HOW TO FILE A DOCUMENT UNDER SEAL

(A document filed under seal will be accessible to all case participants.)

1. LCvR5.2.2 requires that any documents filed under seal must include the words **“FILED UNDER SEAL”** in or above the caption.
2. Select the appropriate menu (civil or criminal). For the purposes of these instructions, the civil menu displays. Select Sealed Documents.

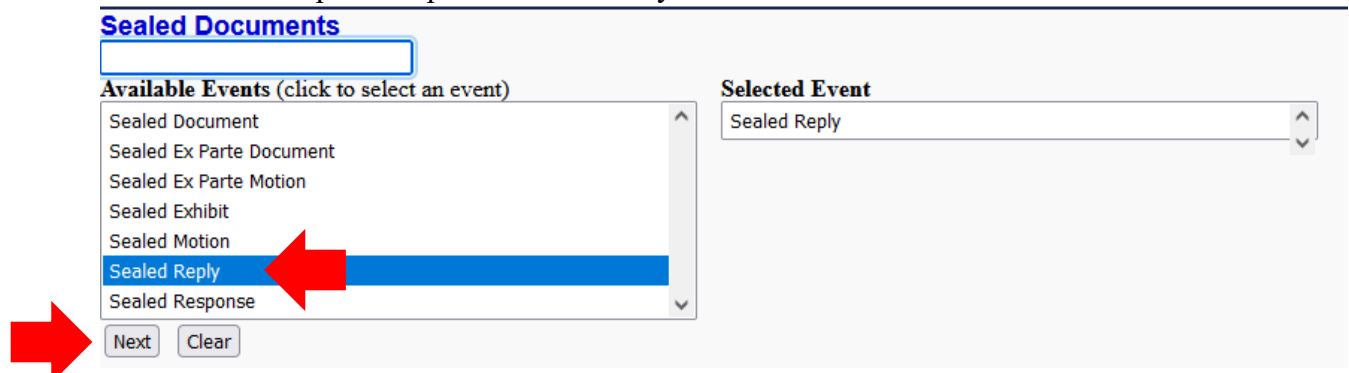


CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Civil Events

<b>Initial Pleadings and Service</b> <a href="#">Complaints and Other Initiating Documents</a> <a href="#">Service of Process</a> <a href="#">Answers to Complaints / Disclaimer</a> <a href="#">Other Answers</a>	<b>Other Filings</b> <a href="#">Trial Documents</a>		<b>Sealed and/or Ex Parte Filings</b> <a href="#">Sealed Documents</a> <a href="#">Ex Parte Documents</a> <a href="#">Sealed Proposed Orders</a>
<b>Motions and Related Filings</b> <a href="#">Motions</a> <a href="#">Responses and Replies</a> <a href="#">Proposed Orders</a>	<b>Other Filings</b> <a href="#">Appeal Documents</a> <a href="#">Bankruptcy Documents</a> <a href="#">Other Documents</a> <a href="#">Social Security / ERISA Filings</a>		
<b>Other Filings</b> <a href="#">ADR Documents</a> <a href="#">Notices</a>			

3. Select the most specific option available to you. Click Next.



**Sealed Documents**

**Available Events** (click to select an event)

- Sealed Document
- Sealed Ex Parte Document
- Sealed Ex Parte Motion
- Sealed Exhibit
- Sealed Motion
- Sealed Reply**
- Sealed Response

**Selected Event**

Sealed Reply

4. Enter the case number in simple terms (i.e. 18-5) and click Find This Case. Check the box next to the correct case number and click Next.

**Answers to Complaints**

Civil Case Number

00-1111 Find This Case

Next Clear

5:00-fj-01111-UA Rogers v. Stark

Next Clear

5. Verify the case number is correct and click Next. Do not click on your case number/title at this time, as this will take you to view the docket sheet.

**Notices**

[5:00-fj-01111-UA Rogers v. Stark](#)

Next Clear

6. Select the filer and click Next.

**Sealed Documents**

[5:00-fj-01111-UA Rogers v. Stark](#)

**Note:**

1) **DO NOT** select New Filer unless this filing supports party additions.

2) If necessary, please double click the party name to determine its designation.

Pick Filer

Collapse All Expand All

Test Defendant dft

Test Plaintiff pla

Select the filer.

Select the Party:

Defendant, Test [dft]

Plaintiff, Test [pla]

Next Clear New Filer

7. Upload your main document and any attachments. Click Next.

### Ex Parte Documents

[5:00-fj-01111-UA Rogers v. Stark](#)

Select the PDF document and any attachments.

#### Main Document

Sample.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> Sample.pdf	<input type="text" value="Exhibit"/>	1 - Unredacted Contract <input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> Sample.pdf	<input type="text" value="Exhibit"/>	2 - New York Certificate <input type="button" value="Remove"/>
3. <input type="button" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text"/>

8. Carefully consider whether this document should link to another document in the case. For instance, if you are filing sealed exhibits, you may want to link back to the original motion. If you are linking back to a document, selecting the checkbox beside the question will generate a list of documents filed in this case. Click Next.

### Sealed Documents

[5:00-fj-01111-UA Rogers v. Stark](#)

#### Filing and Viewing Civil Sealed/Ex Parte Documents

Should the document you are filing link to another document in this case?

9. This screen includes instructions for Filing and Viewing Civil Sealed/Ex Parte Documents. Click Next.

### Sealed Documents

[5:00-fj-01111-UA Rogers v. Stark](#)

#### Filing and Viewing Civil Sealed/Ex Parte Documents

10. The default docket text will be as generic as possible to protect the safety of your sealed document. Click next to complete the filing.

#### Sealed Documents

[5:00-fj-01111-UA Rogers v. Stark](#)

#### [Filing and Viewing Civil Sealed/Ex Parte Documents](#)

Docket Text: Final Text

(Document Restricted)SEALED DOCUMENT by Test Plaintiff (Murphey, Kira)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?

*Source Document Path (for confirmation only):*

C:\fakepath\SampleDoc.pdf pages: 1





## HOW TO FILE A DOCUMENT EX PARTE

(A document filed ex parte will be accessible to you only.)

1. LCvR5.2.2 requires that any documents filed under seal must include the words “**FILED UNDER SEAL**” in or above the caption.
2. Select the appropriate menu (civil or criminal). For the purposes of these instructions, the civil menu displays. Select Ex Parte Documents.

The screenshot shows the CM ECF website header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the header is the 'Civil Events' section, which is organized into three columns of links. The first column is titled 'Initial Pleadings and Service' and includes links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints / Disclaimer', and 'Other Answers'. The second column is titled 'Other Filings' and includes links for 'Trial Documents', 'Appeal Documents', 'Bankruptcy Documents', 'Other Documents', and 'Social Security / ERISA Filings'. The third column is titled 'Sealed and/or Ex Parte Filings' and includes links for 'Sealed Documents', 'Ex Parte Documents', and 'Sealed Proposed Orders'. A red arrow points from the 'Sealed and/or Ex Parte Filings' column towards the 'Ex Parte Documents' link in the next screenshot.

3. Select the option that best represents the document you are filing. For the purposes of these instructions, we will select Document, but the steps will be the same for either. Click Next.

The screenshot shows the 'Ex Parte Documents' selection screen. At the top, there is a search box with the placeholder text 'Start typing to find an event.' Below the search box is a dropdown menu titled 'Available Events (click to select events)'. The dropdown menu is open, showing two options: 'Ex Parte Document' and 'Ex Parte Motion'. A red arrow points to the 'Ex Parte Document' option. Below the dropdown menu are two buttons: 'Next' and 'Clear'. A red arrow points to the 'Next' button.

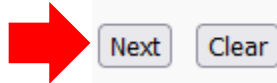
4. Enter the case number in simple terms (i.e. 18-5) and click Find This Case. Check the box next to the correct case number and click Next.

The screenshot shows the 'Answers to Complaints' search screen. At the top, there is a section titled 'Civil Case Number'. Below this section is a search box containing the text '00-1111' and a button labeled 'Find This Case'. A red arrow points to the 'Find This Case' button. Below the search box are two buttons: 'Next' and 'Clear'. A red arrow points to the 'Next' button. Below the buttons is a list of search results. The first result is '5:00-fj-01111-UA Rogers v. Stark', which has a checked checkbox next to it. A red arrow points to the checkbox. Below the search results are two buttons: 'Next' and 'Clear'. A red arrow points to the 'Next' button.

5. Verify the case number is correct and click Next. Do not click on your case number/title at this time, as this will take you to view the docket sheet.

### Notices

[5:00-fj-01111-UA Rogers v. Stark](#)



6. Select the appropriate filer and click Next.

Select the filer.

Select the Party: OR Select a Group:

Defendant, Test [dft]  
Plaintiff, Test [pla]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear New Filer

7. Upload your main document and any attachments. Click Next.

### Ex Parte Documents

[5:00-fj-01111-UA Rogers v. Stark](#)

Select the PDF document and any attachments.


Main Document

Browse... Sample.pdf

Attachments	Category	Description
1. Browse... Sample.pdf	Exhibit	1 - Unredacted Contract Remove
2. Browse... Sample.pdf	Exhibit	2 - New York Certificate Remove
3. Browse... No file selected.		

Next Clear

8. Carefully consider whether this document should link to another document in the case. For instance, if you are filing ex parte exhibits, you may want to link back to the original motion. If you are linking back to a document, selecting the checkbox beside the question will generate a list of documents filed in this case. Click Next.



**Ex Parte Documents**  
[5:00-fj-01111-UA Rogers v. Stark](#)

Should the document you are filing link to another document in this case?

Filed  to

Documents  to


9. Email the assigned Judge to inform them that you have filed a document under seal. Selecting the judge's name will open a email in your preferred email program. When you have finished, click next.

**\*\*\*IMPORTANT\*\*\***  
**This event will NOT send NEFs to anyone, including the judge. Please click a judge or judges below to manually send an email. Please put the case number in the Subject of the email.**

[Judge DeGiusti](#)  
[Judge Palk](#)  
[Judge Goodwin](#)  
[Judge Wyrick](#)  
[Judge Dishman](#)  
[Judge Jones](#)  
[Judge Russell](#)  
[Judge Cauthron](#)  
[Judge Friot](#)  
[Judge Heaton](#)  
[Judge Purcell](#)  
[Judge Erwin](#)  
[Judge Mitchell](#)


**After completing the email, you MUST return to this screen and click Next to complete the filing.**

10. If you emailed the judge, type Y and click Next. Typing N or leaving the box empty will prompt you to return to the previous screen and email a judge.

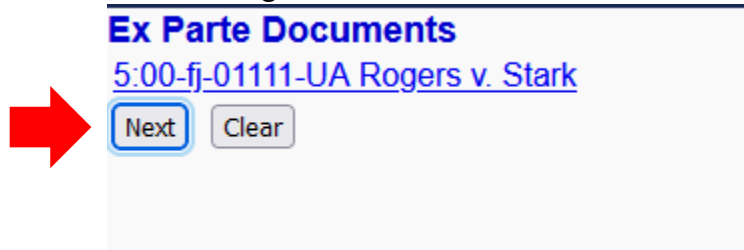


**Ex Parte Documents**  
[5:00-fj-01111-UA Rogers v. Stark](#)

**Did you email a judge on the previous screen Y/N ?**

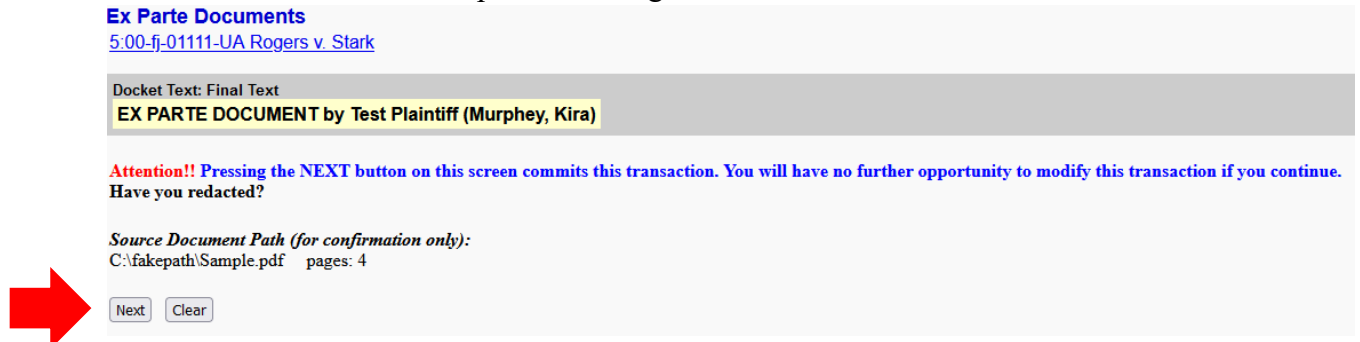


11. Click next again.



**Ex Parte Documents**  
[5:00-fj-01111-UA Rogers v. Stark](#)

12. The default docket text will be as generic as possible to protect the safety of your ex parte document. Click next to complete the filing.



**Ex Parte Documents**  
[5:00-fj-01111-UA Rogers v. Stark](#)

Docket Text: Final Text  
**EX PARTE DOCUMENT by Test Plaintiff (Murphey, Kira)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?

*Source Document Path (for confirmation only):*  
C:\fakepath\Sample.pdf pages: 4

## HOW TO: FILE CONVENTIONAL DOCUMENTS AND EXHIBITS

The ECF Policies & Procedures Manual II.A.1(c) and III governs conventionally filed documents. Leave of Court is required to conventionally file except as identified in the ECF Policies & Procedures Manual.

1. You must first file the ECF Notice of Conventional Filing form (available at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)). If this form is not on file, the Clerk's Office cannot accept your documents.
2. If you are conventionally filing an exhibit but the main document is electronically filed:
  - First, electronically file the main document and any unsealed exhibits.
  - In the place of the exhibit that will be conventionally filed, attach a placeholder page with a brief description of the exhibit indicating that it will be conventionally filed with the Clerk's Office.

IN THE UNITED STATES DISTRICT COURT FOR THE  
WESTERN DISTRICT OF OKLAHOMA

John Doe, Plaintiff,	)	
	)	
vs.	)	Case No.: CIV-12-3456-EX
	)	
Jane Doe, Defendant.	)	
	)	
	)	
	)	

CONVENTIONALLY FILED EXHIBIT  
Exhibit filed conventionally at the Court Clerk's Office

3. Once these are electronically filed on CM/ECF, bring **two** copies of your conventionally filed document to the Clerk's Office with a copy of the ECF Notice of Conventional Filing.
4. The Clerk's Office will maintain one copy as part of the record, and the second copy will be provided to the Judge's Chambers for review.

## HOW TO: SEARCH FOR A FILING EVENT ON CM/ECF

If you cannot find the correct filing option by browsing the Civil or Criminal tabs on CM/ECF, you can utilize the Search option.

1. With CM/ECF open, select the Search option between Utilities and Help.



2. A search box will appear at the right-hand corner of your screen. Search using general terms (i.e., for Entry of Appearance use “appearance” or “entry”). Click Search.



3. Results will appear with available options.

**Search results for 'counterclaim'**  
*2 events found*

**Civil Events → Initial Pleadings and Service → Complaints and Other Initiating Documents**

[Counterclaim](#)  
[Counterclaim \(Amended\)](#)

4. Select the appropriate option to file.

## HOW TO: FILE A MISCELLANEOUS MOTION

CM/ECF is equipped with filing options for most common documents. However, there may be times you need to file a motion with an extremely specific title, for which there is no filing option in CM/ECF.

In this situation, always first use the Search option on CM/ECF. If there are no applicable results, you may file the motion using the "Motion for Order" or "Motion for Leave" option.

1. On the civil or criminal tab, select Motions. For the purposes of these instructions, the civil tab displays.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Civil Events

**Initial Pleadings and Service**  
[Complaints and Other Initiating Documents](#)  
[Service of Process](#)  
[Answers to Complaints / Disclaimer](#)  
[Other Answers](#)

**Other Filings**  
[Trial Documents](#)

**Sealed and/or Ex Parte Filings**  
[Sealed Documents](#)  
[Ex Parte Documents](#)  
[Sealed Proposed Orders](#)

**Motions and Related Filings**  
[Motions](#)  
[Responses and Replies](#)  
[Proposed Orders](#)

**Other Filings**  
[Appeal Documents](#)  
[Bankruptcy Documents](#)  
[Other Documents](#)  
[Social Security / ERISA Filings](#)

**Other Filings**  
[ADR Documents](#)  
[Notices](#)

2. Select Order or Leave, whichever best fits the title of your document. Click Next.

Motions

Start typing to find another event.

Available Events (click to select events)

Judgment Based on ADR Settlement  
Judgment Debtor Exam  
Judgment NOV  
Judgment as a Matter of Law  
Judgment of Forfeiture  
Judgment on the Pleadings  
Judgment under Rule 54(b)  
Leave  
Leave to Appeal  
Leave to File Reply  
Letters Rogatory  
Lift Stay  
More Definite Statement  
New Trial  
Order

Selected Events (click to remove events)

Order

Next Clear

3. Enter the case number in simple terms (i.e. 18-5) and click Find This Case. Check the box next to the correct case number and click Next.

**Answers to Complaints**

Civil Case Number

00-1111 Find This Case

Next Clear

5:00-fj-01111-UA Rogers v. Stark

Next Clear

4. Verify the case number is correct and click Next. Do not click on your case number/title at this time, as this will take you to view the docket sheet.

**Notices**

[5:00-fj-01111-UA Rogers v. Stark](#)

Next Clear

5. Select Next a second time.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

Next Clear

6. Select the filer. Click Next.

Select the filer.

Select the Party: OR Select a Group:

Defendant, Test [dft]

Plaintiff, Test [pla]

No Group

All Defendants

All Plaintiffs

All Parties

Next Clear New Filer



7. Upload your main document and any attachments. Click Next.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

Select the PDF document and any attachments.

**Main Document**

Browse... Sample.pdf

**Attachments**

**Category**

**Description**

1. Browse... No file selected.

Next Clear

8. Modify your docket text to indicate the title of the Motion and click Next.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

Docket Text: Modify as Appropriate.

MOTION for Order to Appear Telephonically by Test Plaintiff. (Murphey, Kira)

Next Clear

9. Review your docket text at this step to ensure everything is accurate. Clicking next will file your document, and you will receive a Notice of Electronic Filing in your email.

**Motions**

[5:00-fj-01111-UA Rogers v. Stark](#)

Docket Text: Final Text

MOTION for Order to Appear Telephonically by Test Plaintiff. (Murphey, Kira)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?

Source Document Path (for confirmation only):

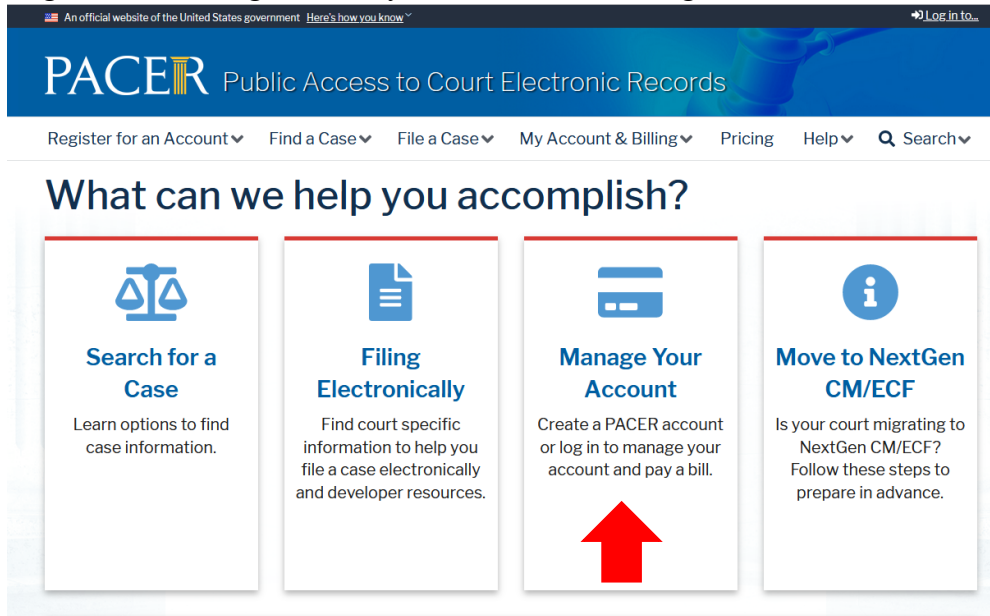
C:\falopath\Sample.pdf pages: 4

Next Clear

## HOW TO: UPDATE YOUR CONTACT INFORMATION

Updating your address, primary email address, phone number, etc., will be done through PACER.

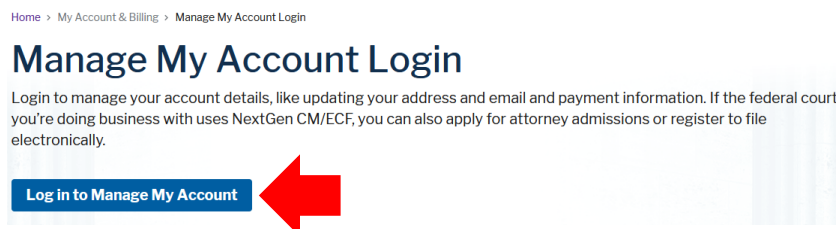
1. Log on to PACER.gov. Place your mouse over Manage Your Account to view options.



2. Click Manage My Account Login.



3. Click Log in to Manage My Account.



4. Input your Username and Password and click Login.

**Login**  
\* Required Information

Username \*

Password \*

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

5. Click the Maintenance tab to browse available options. Select the appropriate option.

Account Number 7040323  
Username MrJohnSmith  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account

Settings **Maintenance**

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)  
[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)  
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

6. This screen displays Update Personal Information. Other screens will be similar; follow the appropriate on-screen prompts to change the desired information and click Submit.

Account Number 7040323  
Username MrJohnSmith  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account

**Update Personal Information**

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

\* Required Information

Prefix

First Name \*

Middle Name

Last Name \*

Generation

Suffix

7. Your update will be sent to the Court for approval. Once the update is approved, you will receive an email and your updated information will be display on the docket sheet of any pending case.
8. If you have trouble logging into PACER or making the desired changes, please reach out to the PACER Help Desk at 800-676-6856.

## HOW TO: UPDATE YOUR EMAIL ADDRESS

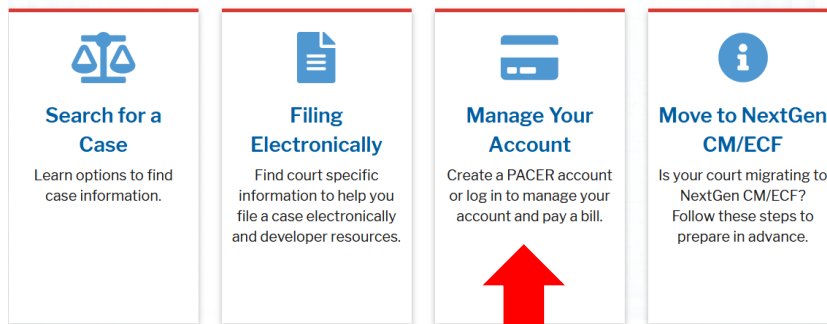
You will receive emails containing Notice of Electronic Filings to both your primary and secondary email addresses. Your primary email address will display on case docket sheets with other contact information and will be updated on PACER. Your secondary email addresses (which may be for paralegals or other individuals in your office) will be updated on CM/ECF.

### UPDATING YOUR PRIMARY EMAIL ADDRESS

Updating your primary email address will be done through PACER.

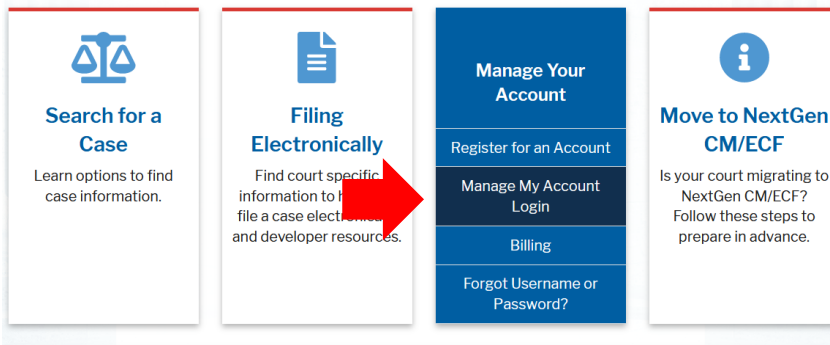
1. On PACER.gov, select from the four tiles on the main page. Place your mouse over Manage Your Account to view options.

#### What can we help you accomplish?



2. Click Manage My Account Login.

#### What can we help you accomplish?



3. Click Log in to Manage My Account.

Home > My Account & Billing > Manage My Account Login

### Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.



[Log in to Manage My Account](#)

4. Input your Username and Password and click Login.

**Login**  
\* Required Information

Username \*

Password \*

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

5. Click the Maintenance tab to browse available options. Select the Update E-File Email Noticing and Frequency.

Account Number 7040323  
Username MrJohnSmith  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)  
[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)  
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

6. Select the appropriate Court(s) and input the appropriate changes. Click Submit.

**Apply Updates to Selected Courts**

**U.S. District Courts**

**Oklahoma Western District Court (test)**  
Click to apply changes to this court

Load your e-file email noticing and frequency preferences for this court below  
Email okwdcso-johnsmith@gmail.com  
Email Frequency Once Per Day (Daily Summary)  
Email Format HTML  
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

\* Required Information

Primary Email \*  ?

Confirm Email \*  ?

Email Frequency \*  ▾

Email Format \*  ▾

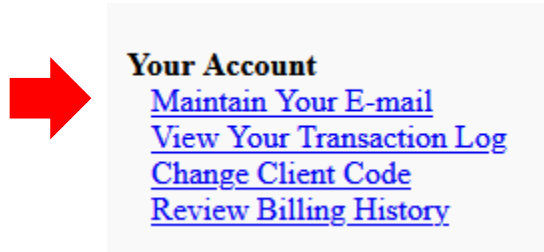
7. If you have trouble accessing your PACER account or making the desired changes, please reach out to the PACER Help Desk at 800-676-6856.

## UPDATING YOUR SECONDARY EMAIL ADDRESSES

1. Log in to CM/ECF and select Utilities from the top menu bar.



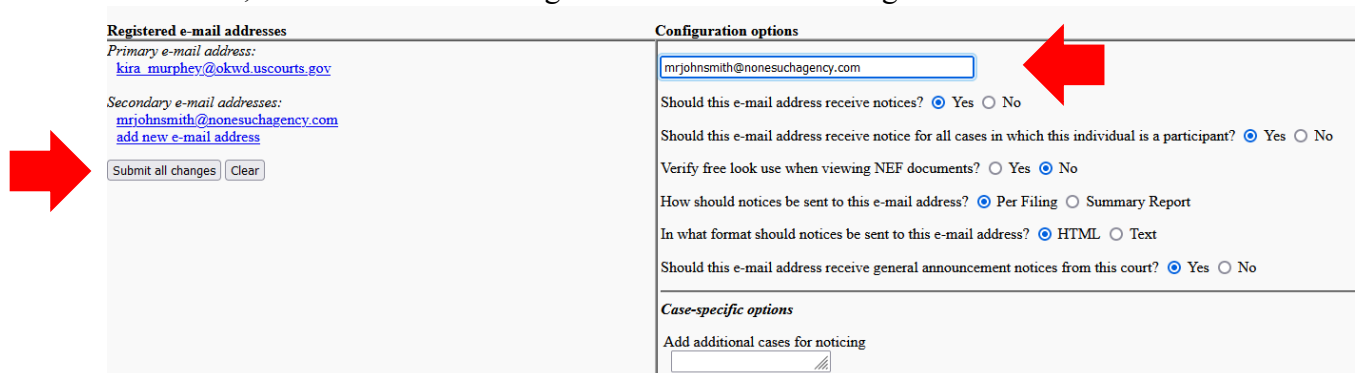
2. Under Your Account, select Maintain Your Email.



3. Select the email address you would like to edit under Secondary e-mail addresses, or click Add New E-Mail Address.



4. On the left, make the desired changes. Click Submit all changes.



## HOW TO: LINK YOUR PACER AND CM/ECF ACCOUNTS

For Federal Courts on NextGen CM/ECF, you will access both the filing system and the viewing system using the same PACER credentials. The Western District of Oklahoma upgraded to NextGen CM/ECF in August of 2020, so if you have not filed since then you may need to link your accounts prior to filing again. After linking your accounts, you will use your PACER account for all filing and viewing access to the Western District of Oklahoma.

1. Log on to the Western District of Oklahoma's CM/ECF either through the Court's website ([www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)) or on PACER.gov. You will be taken to the PACER login page. Login using your **personal** PACER account (if your law firm has a shared PACER account, you will need an individual account prior to linking).
2. After logging in you will see a limited menu bar. Go to Utilities and click NextGen Release 1.1 Menu Items.

### Utilities

#### Your Account

[Maintain Your E-mail](#)  
[View Your Transaction Log](#)  
[Change Client Code](#)  
[Review Billing History](#)

#### Application Administration

[NextGen Release 1.1 Menu Items](#)



#### Miscellaneous

[Internet Payment History](#)  
[Certificate of Good Standing - Request](#)  
[Legal Research ...](#)  
[Mailings...](#)

[Verify a Document](#)

3. Select Link a CM/ECF account to my PACER account.

### NextGen Release 1.1 Menu Items

[Change PACER Exemption Status](#)  
[Link a CM/ECF account to my PACER account](#)  
[Maintain Your Login/Password](#)  
[Bar Admission](#)



4. In this Court, your CM/ECF login is probably your bar number, but if you do not remember your login or password call the Help Desk at 405-609-5555. Enter your old CM/ECF login and password and click Submit.

---

#### Link a CM/ECF account to my PACER account

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, e to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:



5. Make sure you are linking the correct PACER account to your CM/ECF account. You should **never** link shared PACER accounts to a CM/ECF account. If correct, click Submit.

---

#### Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF Atty Alex

PACER Alex Attorney

After you submit this screen, your old e-filing credentials for th



6. Confirmation will appear.

Your PACER account has been linked to your CM/ECF account

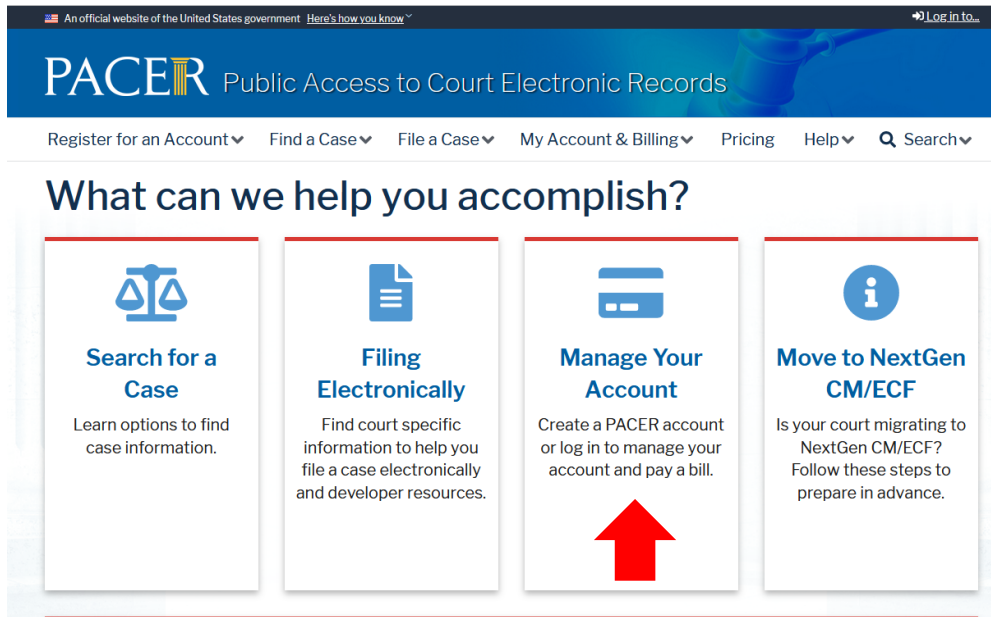
7. Click any of the menu items on the menu bar (except Log Out) to update the menu and you will see the Civil and Criminal tabs appear to allow you to file.
8. In the future, you will log in to view and file using only your PACER credentials; your old CM/ECF credentials will never be necessary again.



## HOW TO: REQUEST ELECTRONIC FILING ACCESS

You must be admitted to practice in the Western District of Oklahoma prior to requesting electronic filing access. This can be full admission or pro hac vice admission. If you have not been admitted, your request will be rejected.

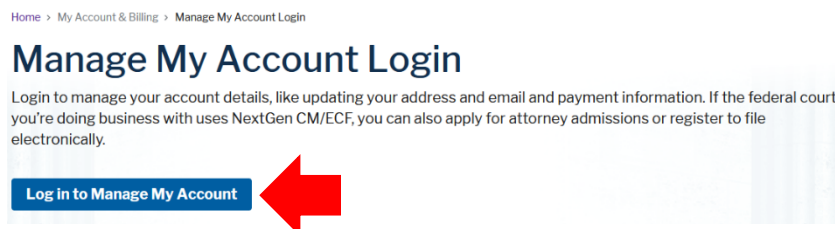
1. Log on to PACER.gov. Place your mouse over Manage Your Account to view options.



2. Click Manage My Account Login.



3. Click Log in to Manage My Account.



1. Enter your PACER Username and Password. This must be your **individual, attorney account**. No shared accounts or legal assistant accounts may be used.

**Login**  
\* Required Information

Username \*

Password \*

2. Select the Maintenance tab, then select Attorney Admissions/E-File Registration.

Settings **Maintenance**

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)

[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

3. From the **Court Type** list, select US District Courts. From the **Court** list, select Oklahoma Western District – NextGen. Click Next.

**In what court do you want to practice?**  
\* Required Information

Court Type \*

Court \*

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

4. Select E-File Registration Only.

**What would you like to apply/register for?**

5. Scroll down to the middle section and complete all sections of the **Additional Filer Information**.

**Additional Filer Information**

Already Admitted at Court: OKLAHOMA WESTERN DISTRICT

Court Bar ID: 0000

Other Names Used: Other Name

Most Recent Case (in court where you are registering): CR-00-00-00

State Bar ID: 0000

State: Oklahoma

6. At the next section, you **must** complete the Delivery Method and Formatting section of the form. This determines how you will receive Notice of Electronic Filing emails from the Court. Email address information comes from your existing PACER information.

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

Primary Email \*: john.q.public@yourdomain.com

Confirm Email \*: john.q.public@yourdomain.com

Email Frequency \*: Select Email Frequency

Email Format \*: Select Email Format

Next Back Reset Cancel

7. Click Add Credit Card to enter payment information, if desired. Providing a credit card is optional. If you would like to register without providing a credit card, click Next without entering any information on this screen.

**Payment Information**

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

Add Credit Card Add ACH Payment

Next Back Cancel

8. After clicking Next from the Payment Information screen, review the E-Filing Terms of Use and click Submit.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)



- Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*
- Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

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Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**



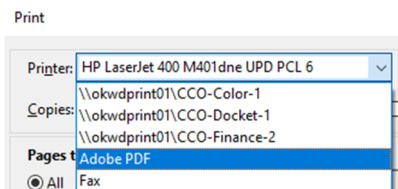
9. The Court will review your e-filing request and provide you with further instructions via email.

## HOW TO: FLATTEN A PDF

A fillable PDF form allows you to insert your own text into an existing template. However, if you do not flatten the PDF (i.e., remove the metadata) prior to uploading it to CM/ECF, it remains editable even after you have filed it. The system does not automatically flatten the document when you upload.

To flatten your PDF:

1. Open your PDF in Adobe Acrobat or another PDF program.
2. Print the PDF file to your PDF printer (CTRL+P will pull up your print settings. Select from the drop-down “Adobe PDF” or click File > Print > select Adobe PDF or another PDF printer listed in the drop-down list).



3. Save the printed PDF and upload it for filing.

IN THE UNITED STATES DISTRICT COURT FOR THE  
WESTERN DISTRICT OF OKLAHOMA

Plaintiff(s), )  
v. ) Case No. )  
Defendant(s) )

**ENTRY OF APPEARANCE**

To the Clerk of this court and all parties of record:  
Enter my appearance as counsel in this case for:  
(Plaintiff/Defendant) (Name of Party)

Blue Boxes = still editable (non-flattened)

IN THE UNITED STATES DISTRICT COURT FOR THE  
WESTERN DISTRICT OF OKLAHOMA

Plaintiff(s), )  
v. ) Case No. )  
Defendant(s) )

**ENTRY OF APPEARANCE**

To the Clerk of this court and all parties of record:  
Enter my appearance as counsel in this case for:  
(Plaintiff/Defendant) (Name of Party)

Yellow or white boxes = not editable (flattened)

If you have not properly flattened your document and it contains metadata not related to filling out a form, you may receive this error message:

ERROR: Document is malformed or contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted.  
Click [here](#) for more information.  
If you need further assistance, please contact the court.  
Error File: C:\fakepath\17-NEAL 1-25.pdf

Flattening your document removes metadata that is incompatible with CM/ECF.



## INFORMATION THE CLERK'S OFFICE CAN/CANNOT PROVIDE

Please be advised that Clerk's Office staff is prohibited by law from offering legal advice. They are, however, permitted to answer questions regarding procedure and how to access legal forms and reference resources. Listed below is a guide to what information the staff of the Clerk's Office can and cannot provide.

### **INFORMATION THE CLERK'S OFFICE CAN PROVIDE:**

- Information regarding Court policies and procedures.
- Public information from your case docket and how to obtain information from a public computer terminal located in the Clerk's Office.
- Court forms and court schedules.
- Information on how to access the Federal Rules of Civil Procedure, the Local Rules of the Court, and other legal resources.

### **INFORMATION THE CLERK'S OFFICE CANNOT PROVIDE:**

- Legal advice.
- Guidance on whether or not you should file a case or other pleadings.
- Instruction on what to write in court documents and what to say in court proceedings
- Interpretation of court orders.
- Computation of deadlines in your case.
- Direct communication with the assigned Judge on your behalf.
- Direction on what to do next in your case.
- Access or information regarding any restricted or sealed document, including whether a case is sealed.

CM/ECF CIVIL MENU FOR ATTORNEYS – WESTERN DISTRICT OF OKLAHOMA  
AS OF JULY 5, 2022

INITIAL PLEADINGS AND SERVICE

COMPLAINTS AND OTHER INITIATING DOCUMENTS

- Amended Complaint
- Complaint (Amended Fourth Party)
- Counterclaim
- Counterclaim (Amended)
- Crossclaim
- Crossclaim (Amended)
- Fourth Party Complaint
- Intervenor Complaint
- Petition for Writ of Habeas Corpus (Amended)
- Petition for Writ of Habeas Corpus (Death Penalty)
- Third Party Complaint

ANSWERS TO COMPLAINTS/DISCLAIMERS

- Filing event leads directly to Answer.

OTHER ANSWERS

- Affidavit in Support
- Amended Answer to Complaint
- Answer to Writ of Garnishment
- Claim
- Objection to Report and Recommendation

SERVICE OF PROCESS

- Acknowledgement of Service
- Affidavit of Service – NON SUMMONS
- Certificate of Service – NON SUMMONS
- Praecipe for Special Execution and Order of Sale
- Proof of Service by Publication
- Request for Waiver of Service
- Return of Service – NON SUMMONS
- Return on Sale – USM
- Subpoena Returned Executed
- Subpoena Returned Executed as to Non-party
- Subpoena Returned Unexecuted
- Summons Returned Executed
- Summons Returned Executed as to Non-party
- Summons Returned Executed as to USA
- Summons Returned Executed on Garnishee
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted

## MOTIONS AND RELATED FILINGS

### MOTIONS (CONT.)

- Add Party
- Administrative Closure
- Alter Judgment
- Amend/Correct
- Appeal In Forma Pauperis
- Appear Pro Hac Vice (ONE motion per attorney)
- Appoint Counsel
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Appoint Receiver
- Approve Consent Judgment
- Attorney Fees
- Bifurcate
- Bond
- Certificate of Appealability
- Certify
- Certify Class
- Change Venue
- Clarify
- Compel
- Consent for Magistrate's Trial
- Consolidate Cases
- Contempt
- Continue
- Costs
- Damages
- Declaration of Mistrial
- Declaratory Judgment
- Default Judgment
- Deposit Funds
- Directed Verdict
- Disbursement of Funds
- Discharge
- Disclosure
- Discovery
- Dismiss
- Dismiss Case as Frivolous
- Dismiss/Lack of Jurisdiction
- Dismiss/Lack of Prosecution
- Disqualify Counsel
- Disqualify Judge
- Enforce
- Entry of Default
- Exclude
- Expedite
- Extend Deadlines or Hearings
- Extend Time to Complete ADR
- Extension of Time
- Extension of Time to Amend
- Extension of Time to Complete Discovery
- Extension of Time to File Answer
- Extension of Time to File Response/Reply
- File Amicus Brief
- File Excess Pages
- Forfeiture of Property
- Friendly Suit Hearing
- Hearing
- In Limine
- Interpleader Deposit (28 U.S.C. Section 1335)
- Interpleader Disbursement (28 U.S.C. Section 1335)
- Intervene
- Issuance of Warrant in rem
- Joinder
- Judgment
- Judgment Based on ADR Settlement
- Judgment Debtor Exam
- Judgment NOV
- Judgment as a Matter of Law
- Judgment of Forfeiture
- Judgment on the Pleadings



## MOTIONS (CONT.)

- Judgment under Rule 54(b)
- Leave
- Leave to Appeal
- Leave to File Reply
- Letters Rogatory
- Lift Stay
- More Definite Statement
- New Trial
- Order
- Partial Summary Judgment
- Permanent Injunction
- Preliminary Injunction
- Pretrial Conference
- Proceed In Forma Pauperis
- Produce
- Protective Order
- Quash
- Reconsideration
- Recusal
- Refer Case to ADR
- Release of Bond Obligation
- Release of Funds
- Remand
- Remand to Agency
- Remand to State Court
- Reopen Case
- Request for Refund
- Return of Property
- Review Taxation of Costs
- Ruling
- Sanctions
- Seal
- Seal Document
- Seal Document/Directing Filing of Redacted Document
- Service by Publication
- Set Aside
- Set Aside Default
- Set Aside Judgment
- Settlement
- Show Cause
- Stay Case
- Strike
- Substitute Party
- Summary Judgment
- Supplement
- Take Deposition
- Taxation of Costs
- Temporary Restraining Order
- Transfer Case
- Traverse
- Unseal Document
- Vacate
- Withdraw
- Withdraw Reference
- Withdraw as Attorney
- Writ
- Writ of Garnishment
- Writ of Habeas Corpus ad prosequendum
- Writ of Habeas Corpus ad testificandum
- Writ of Mandamus

## RESPONSES AND REPLIES

- Affidavit in Opposition to Motion
- Affidavit in Support of Motion
- ERISA Reply Brief
- ERISA Response Brief
- Memorandum in Opposition
- Memorandum in Support
- Objection to Report and Recommendation
- Objections
- Reply
- Reply to Response to Motion
- Response in Opposition to Motion
- Response in Support of Motion
- Response to Motion
- Response to Non – Motion
- Response to Order to Show Cause
- Social Security Reply Brief
- Social Security Response Brief
- Surreply

## OTHER FILINGS

### NOTICES

- Certificate of Counsel
- Entry of Appearance
- Notice of Acceptance with Offer of Judgment
- Notice of Address Change
- Notice of Appeal
- Notice of Bankruptcy
- Notice of Conventional Filing
- Notice of Filing Notice of Removal
- Notice of Hearing on Motion
- Notice of Lis Pendens
- Notice of Pending Motions

## PROPOSED ORDERS

Proposed Orders should be sent by electronic mail to the appropriate Judge's Proposed Orders Inbox.

- [Cauthron-Orders@okwd.uscourts.gov](mailto:Cauthron-Orders@okwd.uscourts.gov)
- [DeGiusti-Orders@okwd.uscourts.gov](mailto:DeGiusti-Orders@okwd.uscourts.gov)
- [Dishman-Orders@okwd.uscourts.gov](mailto:Dishman-Orders@okwd.uscourts.gov)
- [Friot-Orders@okwd.uscourts.gov](mailto:Friot-Orders@okwd.uscourts.gov)
- [Goodwin-Orders@okwd.uscourts.gov](mailto:Goodwin-Orders@okwd.uscourts.gov)
- [Heaton-Orders@okwd.uscourts.gov](mailto:Heaton-Orders@okwd.uscourts.gov)
- [Jones-Orders@okwd.uscourts.gov](mailto:Jones-Orders@okwd.uscourts.gov)
- [Palk-Orders@okwd.uscourts.gov](mailto:Palk-Orders@okwd.uscourts.gov)
- [Russell-Orders@okwd.uscourts.gov](mailto:Russell-Orders@okwd.uscourts.gov)
- [Wyrick-Orders@okwd.uscourts.gov](mailto:Wyrick-Orders@okwd.uscourts.gov)
- [Erwin-Orders@okwd.uscourts.gov](mailto:Erwin-Orders@okwd.uscourts.gov)
- [Green-Orders@okwd.uscourts.gov](mailto:Green-Orders@okwd.uscourts.gov)
- [Mitchell-Orders@okwd.uscourts.gov](mailto:Mitchell-Orders@okwd.uscourts.gov)
- [Purcell-Orders@okwd.uscourts.gov](mailto:Purcell-Orders@okwd.uscourts.gov)

- Notice of Related or Companion Case
- Notice of Release of Lis Pendens
- Notice of Settlement
- Notice of Subpoena
- Notice of United States Marshal's Sale
- Notice of Voluntary Dismissal
- Notice to Take Deposition
- Notice: Return of State Court Records
- ~Notice (other)

## ADR DOCUMENTS

- ADR Report by Mediator/Evaluator
- ADR Report by Parties
- ADR Selections/Arrangements-Mediator / Evaluator
- Consent to Non-Binding Arbitration

## TRIAL DOCUMENTS

- Counter Designation of Deposition Testimony
- Designation of Deposition Testimony
- Exhibit List
- Exhibit List / Witness List
- Final Contentions
- Final Pretrial Report
- Proposed Findings of Fact
- Proposed Jury Instructions
- Proposed Verdict Form
- Proposed Voir Dire
- Trial Brief
- Witness List
- Witness List - Expert

## OTHER FILINGS (CONT.)

### APPEAL DOCUMENTS

- Amended Notice of Appeal
- Appeal Transcript Request
- Appeal of Magistrate Judge Decision to District Court
- Designation of Record on Appeal
- Notice of Appeal
- Notice of Cross Appeal
- Notice of Interlocutory Appeal
- Transcript Order Form

### SOCIAL SECURITY/ERISA FILINGS

- ERISA Admin Record
- ERISA Opening Brief
- ERISA Reply Brief
- ERISA Response Brief
- Social Security Admin Record
- Social Security Opening Brief
- Social Security Reply Brief
- Social Security Response Brief

### BANKRUPTCY DOCUMENTS

- Appellants Brief
- Appellants Reply Brief
- Appellees Brief

## OTHER DOCUMENTS

- Affidavit
- Affidavit of Garnishment
- Amended Document (NOT Motion)
- Amicus Curiae Appearance
- Appendix
- Application for Writ
- Bill of Costs
- Brief
- Certificate
- Consent to Proceed Before US Magistrate Judge
- Declaration
- Disclosure Statement – Corporate
- Disclosure Statement – LLC
- Joint Discovery Plan
- Joint Status Report
- Joint Status Report and Discovery Plan
- Jury Demand
- Payment for a Civil Case
- Receivers Financial Report
- Redaction Request – Transcript
- Release of Garnishment
- Release of Judgment
- Renewal of Judgment
- Satisfaction of Judgment
- Settlement Agreement
- Special Report
- Status Report
- Stipulation
- Stipulation of Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death
- Supplement
- Transcript Request

## SEALED AND/OR EX PARTE FILINGS

### SEALED DOCUMENTS

- Sealed Document
- Sealed Ex Parte Document
- Sealed Ex Parte Motion
- Sealed Exhibit
- Sealed Motion
- Sealed Reply
- Sealed Response

### EX PARTE DOCUMENTS

- Ex Parte Document
- Ex Parte Motion

### SEALED PROPOSED ORDERS

- Sealed Proposed Orders should be sent to the Sealed Proposed Orders Inbox:  
[Sealed\\_Proposed\\_Orders@okwd.uscourts.gov](mailto:Sealed_Proposed_Orders@okwd.uscourts.gov)

**CM/ECF CRIMINAL MENU FOR ATTORNEYS – WESTERN DISTRICT OF OKLAHOMA**

AS OF JULY 5, 2022

**MOTIONS AND RELATED FILINGS**

**MOTIONS**

- Acceptance of Responsibility  
Downward Adjustment
- Acquittal
- Alter Judgment
- Amend/Correct
- Appeal In Forma Pauperis
- Appear Pro Hac Vice (ONE motion per attorney)
- Appoint Counsel
- Appoint Counsel – First Step Act of 2018
- Appoint Counsel re USSC Amendment
- Appoint Expert
- Bill of Particulars
- Bond
- Brady Materials
- Certificate of Appealability
- Change Venue
- Claim for Exemption
- Combined Plea and Sentencing
- Compassionate Release – First Step Act of 2018
- Compel
- Continue
- Correct or Reduce Sentence (Rule 35)
- Declaration of Mistrial
- Detain
- Disclosure
- Discovery
- Dismiss
- Dismiss Counts
- Dismiss/Lack of Jurisdiction
- Dismiss/Speedy Trial
- Disqualify Counsel
- Disqualify Judge
- Downward Departure
- Early Termination of Supervised Release/Probation
- Enforce IRS Summons
- Exclude
- Expedite
- Extension of Time
- Extension of Time re Transcript
- Extension of Time to File Document
- Extension of Time to File Response/Reply
- Extension of Time to Indict
- File Excess Pages
- Forfeiture of Property
- Hearing
- In Limine
- Inspect
- Joinder
- Judgment Debtor Exam
- Judgment NOV
- Judgment of Acquittal
- Leave to Appeal
- Leave to File Document
- Medical Exam
- Medical Treatment
- Modify Conditions of Release
- New Trial
- Order
- Order of Competency to Stand Trial
- Produce
- Protective Order
- Psychiatric Exam
- Psychiatric Treatment

## MOTIONS (CONT.)

- Quash
- Reconsideration
- Recusal
- Reduce Sentence – USSC Amendment
- Reduce Sentence re Crack Cocaine Offense – 18:3582
- Release Bond Obligation
- Release from Custody
- Release of Funds
- Remand
- Remand to State Court
- Request for Refund
- Return of Property/PostTrial
- Return of Property/PreTrial
- Return of Surety
- Revoke
- Sanctions
- Seal Case
- Seal Document
- Seal Document/Directing Filing of Redacted Document
- Sentence Modification – First Step Act of 2018
- Separate Trial on Counts
- Set Aside Judgment
- Set Aside Sentence
- Set Aside Verdict
- Sever Defendant
- Show Cause
- Show Cause re Revocation of Probation
- Show cause re Revocation of Supervised Release
- Strike
- Suppress
- Travel
- Unseal Case
- Unseal Document
- Upward Departure
- Vacate
- Vacate (2255)
- Variance
- Victim Rights
- Warrant
- Warrant for Arrest of Property
- Withdraw Document
- Withdraw Plea of Guilty
- Withdraw as Attorney
- Writ
- Writ of Garnishment
- Writ of Habeas Corpus ad prosequendum
- Writ of Habeas Corpus ad testificandum

## RESPONSES AND REPLIES

- Affidavit in Support of Motion
- Memorandum in Support
- Objections
- Reply
- Reply to Response
- Response in Opposition
- Response in Support
- Response to Motion
- Response to Non – Motion
- Response to Order to Show Cause

## PROPOSED ORDERS

Proposed Orders should be sent by electronic mail to the appropriate Judge's Proposed Orders Inbox.

- [Cauthron-Orders@okwd.uscourts.gov](mailto:Cauthron-Orders@okwd.uscourts.gov)
- [DeGiusti-Orders@okwd.uscourts.gov](mailto:DeGiusti-Orders@okwd.uscourts.gov)
- [Dishman-Orders@okwd.uscourts.gov](mailto:Dishman-Orders@okwd.uscourts.gov)
- [Friot-Orders@okwd.uscourts.gov](mailto:Friot-Orders@okwd.uscourts.gov)
- [Goodwin-Orders@okwd.uscourts.gov](mailto:Goodwin-Orders@okwd.uscourts.gov)
- [Heaton-Orders@okwd.uscourts.gov](mailto:Heaton-Orders@okwd.uscourts.gov)
- [Jones-Orders@okwd.uscourts.gov](mailto:Jones-Orders@okwd.uscourts.gov)
- [Palk-Orders@okwd.uscourts.gov](mailto:Palk-Orders@okwd.uscourts.gov)
- [Russell-Orders@okwd.uscourts.gov](mailto:Russell-Orders@okwd.uscourts.gov)
- [Wyrick-Orders@okwd.uscourts.gov](mailto:Wyrick-Orders@okwd.uscourts.gov)
- [Erwin-Orders@okwd.uscourts.gov](mailto:Erwin-Orders@okwd.uscourts.gov)
- [Green-Orders@okwd.uscourts.gov](mailto:Green-Orders@okwd.uscourts.gov)
- [Mitchell-Orders@okwd.uscourts.gov](mailto:Mitchell-Orders@okwd.uscourts.gov)
- [Purcell-Orders@okwd.uscourts.gov](mailto:Purcell-Orders@okwd.uscourts.gov)

## NOTICES

- Advisement to Court – Notice
- Entry of Attorney Appearance – Defendant
- Entry of Attorney Appearance – USA
- Memorandum Regarding Related Cases
- Notice of Address Change
- Notice of Appeal
- Notice of Consular Notification
- Notice of Conventional Filing
- Notice of Intent to Seek Death Penalty
- Notice of Intent to Use 404b Evidence
- Notice of Prior Convictions (by Plaintiff)
- ~Notice (Other)

## OTHER FILINGS

### DISCOVERY DOCUMENTS

- Joint Discovery Statement
- Notice of Insanity Defense
- Notice of Intent to Use Evidence

### WAIVERS

- Waiver (other)
- Waiver of Counsel
- Waiver of Jury Trial
- Waiver of Right to Appeal
- Waiver of Right to Separate Counsel
- Waiver of Speedy Trial

### SERVICE OF PROCESS

- Application for Subpoenas duces tecum
- Certificate of Service – NON SUMMONS
- Praecipe for Special Execution and Order of Sale
- Subpoena Returned Executed
- Subpoena Returned Unexecuted

### TRIAL DOCUMENTS.

- Exhibit List
- Exhibits
- Memorandum of Law
- Proposed Findings of Fact
- Proposed Jury Instructions
- Proposed Verdict Form
- Proposed Voir Dire
- Stipulation to Jury
- Trial Brief
- Witness List

### APPEAL DOCUMENTS

- Appeal Transcript Request
- Designation of Record on Appeal
- Transcript Order Form

## OTHER DOCUMENTS

- Affidavit
- Amended Document (NOT Motion)
- Brief
- Brief in Support
- Certificate
- Criminal Statement
- Information to Establish Prior Conviction
- Joint Discovery Statement
- Joint Status Report
- Objection to Presentence Investigation Report
- Objection to Report and Recommendation
- Petition for Remission of Fine
- Pretrial Memorandum
- Redaction Request – Transcript
- Release of Garnishment
- Satisfaction of Monetary Penalties
- Sentencing Memorandum
- Status Report
- Stipulations
- Supplement
- Transcript Request

## SEALED AND/OR EX PARTE FILINGS

### SEALED AND/OR EX PARTE DOCUMENTS

- Sealed and/or Ex Parte Appendix/Brief/Memorandum in Support
- Sealed and/or Ex Parte Document
- Sealed and/or Ex Parte Motion
- Sealed and/or Ex Parte Reply/Sur-reply
- Sealed and/or Ex Parte Response/Objection

### SEALED PROPOSED ORDERS

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[Sealed\\_Proposed\\_Orders@okwd.uscourts.gov](mailto:Sealed_Proposed_Orders@okwd.uscourts.gov)