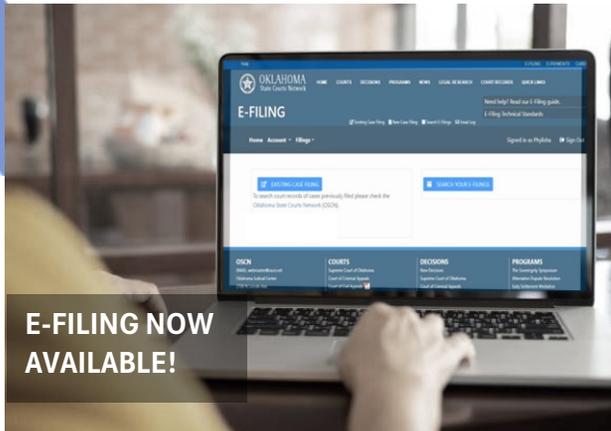


Quick Start Guide for Oklahoma Attorneys and State Agencies



E-File into Existing Cases using **5 EASY STEPS!**

The Oklahoma Electronic Filing System allows **Oklahoma attorneys and state agency representatives** to efficiently upload and electronically file court documents into existing district court cases through the Internet using a standard web browser. When the filing is submitted, the filing is electronically delivered to the Court Clerk's work queue for processing into existing district court cases.

The E-Filing System is provided by the Supreme Court of Oklahoma for Oklahoma District Court cases.

Step 1: Complete Your Registration

1. Open a browser and **type** www.oscn.net.
2. When the OSCN website opens, in the **upper right of the screen select E-Filing**.
3. The E-Filing login screen opens, select **"Register as a new user?"** to go to the 'Registration' page.
4. On the **Registration page, fill in all required fields**. Required fields are marked by a **red asterisk. ***
5. After completing the registration information and accepting the Terms of Use, and other acknowledgments, **select the Register button**. Your registration is complete!

Step 2: Prepare Your Documents

Preparing your documents is very important and will save you lots of time later.

- Perform any scanning (if necessary) of paper documents ahead of time.
- All E-Filed documents shall be filed in a text-based PDF format pursuant to the Rules For Electronic Filing in the Oklahoma Courts. If the original attachment or document cannot be converted to a text-searchable PDF, the attachment or document may be submitted in a non-text searchable PDF format. A non-text image may also be submitted using the current JPEG standard format.
- The first page of an e-Documents should have a top margin of at least two (2) inches to allow for insertion of an electronic file stamp and/or certification. Failure to allow sufficient space for the electronic file stamp may result in obliteration of the underlying content.
- If the filing requires that you submit specific documents, include them all in the filing.
- Submit each document as a separate file.
- Although a filing may contain multiple documents, they must all be associated to the same case.

Note: You may file documents into the following case types: CJ; CS; CV; FB; FD; FMI; FP; FR; PB; PMI; PT; SC; SD; TL; and WIL. Any document(s) submitted outside of the district court clerks regular business hours., on a weekend, on a holiday, or during office closures due to inclement weather, will be deemed submitted the next business day.

Step 3: Sign In

1. Open a browser and **type to** www.oscn.net.
2. When the OSCN website opens, in the **upper right of the screen select E-Filing**.
3. In the Username box, type your **Username**.
4. In the Password box, type the **Password** you have specified for your account.
5. Select the **Login** button, the E-Filing home page will open.

Step 4: File into an Existing Case

A. SEARCH FOR AN EXISTING CASE

1. On the e-Filing Home page, select the **Existing Case Filing button**.
2. In the **Case Search window**, select the **County from the dropdown**, next **enter the Case Number** in the following **format Case Type-Year-Case Number** (e.g., CJ-2020-1).
3. Select the **Search** button.
4. When the search results are returned, click the **Select button** next to the case you want to file into.

B. ADD A DOCUMENT OR REQUEST

5. The "Filing Details" page opens, this page displays general case and filing information *Tip: Make note of your E-Filing Reference Number, which can be used to track your e-Filing.*
6. On the "Filing Details" page, scroll down to the **"Documents and Requests" section**,
7. **Select the Add Document** button. (*Note: if you need to make a request to the court (e.g., Request a jury trial, select the Request button).*)
8. The **"Add Documents Or Request" window opens**.
9. Select a **Category from the dropdown menu**.
10. In the **"Select Document" dropdown**, **select the type of document you want to file**.
11. In the "Description" field, **verify the document description is correct, if needed you may edit the description**.
12. To **attach the document filing**, select the **Choose File button**. This will open a document file browser window for you to find, select and attached a document to the e-Filing. *Tip: Read the "Tips at the top of the Add Documents and Request window for information on what types of documents can be attached and e-Filed.*
13. If **required, select a Service Type** from the dropdown menu.
14. **If needed** enter **Comments** for the clerk in the comments field.
15. When are ready select the **Add button**.
16. You are returned to the Documents and Requests screen, the document you just added will appear. At this point in the process, you can view the document details, edit the document, or delete it.
17. If you need **to add more Documents and/or Requests, repeat Steps 7 through 15**.
18. **When you are finished adding your filings select the "Submit" button** to open the credit card payment window

C. MAKE A PAYMENT (*note: filing fees are waived for state agency representatives*)

19. On the **Credit Payment window**, **enter the required credit card information**.
20. Select the **"Make a Payment"** button to complete the payment and submit the e-Filing submission.
21. You will receive an e-Filing submission confirmation email. If the Court Clerk accepts your submission for filing, any applicable credit/debit card payment transaction will be finalized at the time of acceptance. Until that time, your credit or debit card account may show this payment as a pending charge.

Step 5: Manage Your Filings

CHECK THE STATUS OF YOUR FILINGS.

1. On the E-Filing Home page, select the **Search Your Filings** button to go to the Search E-Filings page.
2. On the 'Search E-Filings' page, **enter your desired search parameters** and then **select the 'Search' button to perform the search**. *Tip: If you want to see all your e-Filings, do not enter any parameters, just select the 'Search' button.*
3. The search results are displayed, **select the 'Select' button** next to the e-Filing you want to open.
4. The Filing Details page will open with the selected e-Filing displaying.

Tip: You can click any of the column headers in the search results grid to sort the search results by that column.

Every E-Filing will have an E-Filing Status. Listed below are descriptions of each E-Filing status types.

- **Pending Submission:** The e-Filing was created but has not been successfully submitted yet.
- **Submitted:** The e-Filing was created and successfully submitted but has not been reviewed by the court yet. **Note:** If you are currently required to provide printed copies of pleadings to a judge, then you need to continue to do this, even if you e-File those pleadings. The court clerk's office will not provide printed copies of those pleadings to the judge's office on your behalf.
- **Filed:** The e-Filing was created, successfully submitted and all documents and requests were Accepted/Filed by the court.
- **Partially Filed:** The e-Filing was created and successfully submitted; some documents and requests were Accepted/Filed and some were Not Filed by court personnel.
- **Not Filed:** The e-Filing was created and successfully submitted; all the documents and requests were Not Filed