



E-File District Court Civil Cases Using a few **EASY STEPS!**

The Oklahoma Electronic Filing System allows **Oklahoma attorneys, private process servers, and state agency representatives** to efficiently upload and electronically file court documents into civil 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 E-Filing 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.

QUICK START GUIDE for Oklahoma Attorneys, Process Servers, and State Agencies

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!

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-Document 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.

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.

File a **New Civil Case**

This section provides instructions on how to submit a filing in a new civil case, a case that has not yet been assigned a case number by a district court.

STEP 1: ENTER NEW CASE INFORMATION

1. From the E-Filing home screen, **select New Case Filings.**
2. The **Filing Details screen opens** with the E-Filing Status of "Pending Submission."
3. **Select the applicable County** from the dropdown menu.
4. **The Court Type is automatically entered.** You cannot change the court type.
5. Under **Division**, **select the applicable court division.**
6. The Case Type field will automatically appear, **select the applicable Case Type from the dropdown menu.**
7. The Filing Code field will appear, **select the applicable Filing Code from dropdown menu.**
8. The applicable filing fee will be shown in the Fee field.
9. Select **Save.**

Case Information

Case Description: New Case

Case Number: New Case Case Status: New **1 thru 9**

County: Canadian * Court Type: District Court

Division: Civil * Case Type: CJ - CIVIL CASES IN WHICH THE RELIEF SOUGHT EXCEEDS \$10,000

Filing Code: AUTONEG - AUTO NEGLIGENCE * Fee: \$229.64

SAVE

STEP 2: ADD PARTIES AND LINK ATTORNEYS

1. In the **Case Parties Section**, **select the Add Party button.**
2. From the Party Type dropdown menu **select the Party Type.**
3. **If you are the attorney representing the party, check the "Represented Party" box. Note:** If this box is checked as the logged-in attorney, your information will be added to the case and linked to the applicable party.
4. **Enter the party's name or the organization's name.**
5. When you are ready, select the **Save Party Information button.** Note: to edit the party information, enter the new information and select the Save Party Information button again.
6. The **Address, Phone, and Identification sections to appear.** If applicable enter the following for the party:
 - a. Address – to save the information select "Add Address."
 - b. Phone/Fax Numbers – to save the information select "Add Address."
 - c. Additional Identifiers – to save the information select "Add Address."
7. After entering all the applicable information, **click the "X" to close the screen.**
8. You are returned to the **Filings Details screen where you can view the details about the party you just added, edit party information or delete the party.**
9. **To add additional parties**, click the **Add Party button** and repeat the process.

Case Parties

ADD PARTY **1**

At least one Plaintiff or Petitioner is required.

Role	First Name	Last Name/Organization Name
No Case Parties		

Add Party

Party Information **2 thru 5**

Party Type: PLAINTIFF * Represented Party:

Name *

Use My Profile

Prefix: First Name: Chevy Middle Name: Last Name: Test Suffix:

Or Organization Name:

SAVE PARTY INFORMATION CANCEL

File a **New** Civil Case (continued)

STEP 3: ADD FILING DOCUMENTS

1. On the 'Filing Details' page, scroll down to the "**Documents and Requests**" section,
2. **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).
3. Select a **Category** from the dropdown menu.
4. In the "**Select Document**" dropdown, select the type of document you want to file.
5. In the "Description" field, **verify the document description is correct, if needed you may edit the description.**
6. To **attach the document filing**, select the **Choose File** button.
7. If **required**, select a **Service Type** from the dropdown menu.
8. **If needed** enter **Comments** for the clerk in the comments field.
9. When are ready select the **Add** button.
10. 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.
11. If you need **to add more Documents and/or Requests, repeat the process.**
12. **When you are finished adding your filings select the "Submit" button** to open the credit card payment window.

Documents and Requests

ADD DOCUMENT **ADD REQUEST** **2**

When E-Filing multiple documents, each document must be submitted as a separate file bearing its own separate and distinct document title.

Document Or Request	Description	Fee
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Document **3 thru 11**

Select Category: SUMMONS * Select Document: SUMMONS *

Description (can be edited): SUMMONS *

Upload Document * Choose File No file chosen Fee: \$10

Service Type: SUMMONS ISSUED - MAILED BY ATTORNEY * Fee: \$0

Total Fee: \$10

300 character limit

ADD CANCEL

STEP 4: PAY FILING FEES (note: filing fees are waived for state agency representatives)

1. On the **Credit Payment** window, enter the required credit card information.
2. Select the "**Make a Payment**" button to complete the payment and submit the e-Filing submission.

STEP 5: SUBMISSION CONFIRMATION (note: filing fees are waived for state agency representatives)


1. You will receive an E-Filing **submission confirmation email with a Reference number, this is NOT the official case number**, but it can be used a reference number to track your e-Filing. **If the Court Clerk accepts your submission, you will receive another email with the official case number.**
2. 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.

File into an Existing Case

This section provides instructions on how to submit a filing into an existing civil case, a case that already has a case number assigned by a district court.

STEP 1: 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, enter the **Case Number** using the **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.



Case Search

2 thru 3

County [dropdown] Case Number (e.g. CJ-2020-1) [input]

[SEARCH] [CLEAR VALUES]

STEP 2: ADD FILING DOCUMENTS

1. On the "Filing Details" page, scroll down to the "**Documents and Requests**" section,
2. **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).
3. Select a **Category** from the dropdown menu.
4. In the "**Select Document**" dropdown, select the type of document you want to file.
5. In the "Description" field, **verify the document description is correct, if needed you may edit the description.**
6. To **attach the document filing**, select the **Choose File** button.
7. If **required, select a Service Type** from the dropdown menu.
8. **If needed** enter **Comments** for the clerk in the comments field.
9. When are ready select the **Add** button.
10. 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.
11. If you need **to add more Documents and/or Requests, repeat the process.**
12. **When you are finished adding your filings select the "Submit" button** to open the credit card payment window

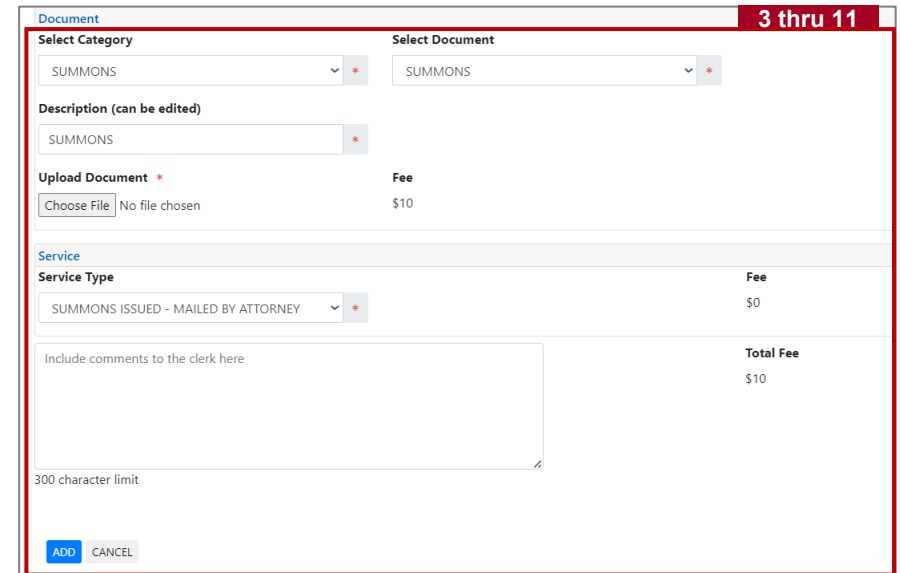


Documents and Requests

[ADD DOCUMENT] [ADD REQUEST] 2

When E-Filing multiple documents, each document must be submitted as a separate file bearing its own separate and distinct document title.

Document Or Request	Description	Fee
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Document 3 thru 11

Select Category [SUMMONS] Select Document [SUMMONS]

Description (can be edited) [SUMMONS]

Upload Document * [Choose File] No file chosen Fee \$10

Service

Service Type	Fee
[SUMMONS ISSUED - MAILED BY ATTORNEY]	\$0

Include comments to the clerk here

300 character limit

[ADD] [CANCEL]

STEPS 3 & 4: PAY FILING FEES & SUBMISSION CONFIRMATION (note: filing fees are waived for state agency representatives)

1. On the **Credit Payment window**, enter the required credit card information.
2. Select the "**Make a Payment**" button to complete the payment and submit the e-Filing submission.
3. 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.

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, motions, briefs, and other papers to a judge, then you need to continue to do this, even if you e-File them. The court clerk's office **will not** provide printed copies of pleadings, motions, briefs, and other papers 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 staff.
- **Not Filed:** The e-Filing was created and successfully submitted; all the documents and requests were Not Filed.

Important Note: If you are currently required to provide printed copies of pleadings, motions, briefs, and other papers to a judge, then you need to continue to do this, even if you e-File them. The court clerk's office **will not** provide printed copies of pleadings, motions, briefs, and other papers to the judge's office on your behalf.

SEARCH E-FILINGS

Submission Date From To

Completion Date From To

E-Filing Reference Number E-Filing Status

Case Number (e.g. CJ-2020-1) County

10 entries per page

E-Filing Reference Number	Case Number	Case Description	E-Filing Status	County	Submission Date	Completion Date	
1618	CJ-2023-17	BANK OF AMERICA NA VS CHERIE M SNYDER	Pending Submission	Cleveland			<input type="button" value="SELECT"/>
1841	N1841	Domestic - N1841	Pending Submission	Cleveland			<input type="button" value="SELECT"/>
1904	N1904	Civil - N1904	Pending Submission	Canadian			<input type="button" value="SELECT"/>
1905	FD-2025-2	Test, Jane v.	Filed	Canadian	1/6/2025 11:22:20 AM	1/6/2025 4:07:34 PM	<input type="button" value="SELECT"/>
1941	TL-2019-1	STATE OF OKLAHOM v. SPARKMAN PATRICK	Pending Submission	Cleveland			<input type="button" value="SELECT"/>
2222	N2222	Civil - N2222	Pending Submission	Cleveland			<input type="button" value="SELECT"/>
2223	N2223	Civil - N2223	Submitted	Cleveland	10/2/2025 9:19:14 AM		<input type="button" value="SELECT"/>