

Please reference the [Oklahoma Rules for E-Filing in Selected Pilot Courts](#) as these rules supersede any information provided in this document.

E-FILING	
Q: What counties are accepting e-Filings?	A: E-Filing is available for the following counties and these are the only counties where e-Filing will be available: Adair, Canadian, Cleveland, Comanche, Ellis, Garfield, Logan, Oklahoma, Payne, Pushmataha, Roger Mills, Rogers and Tulsa.
Q: Is e-Filing mandatory?	A: No. Conventional paper filing is still available.
Q: Can I e-File anytime?	A: Yes. The e-Filing system is available for use 24 hours a day, 7 days a week except for schedule maintenance times or unexpected technical outages.
Q: What is the E-Filing Reference Number?	A: A unique number assigned to each e-Filing that is started, which can be used to track and search for the e-Filing.
Q: What communications will I receive from the e-Filing portal?	A: You will get a confirmation email when you register, submit an e-Filing, an e-Filing is processed by the court clerk, when you change your password and if you change your profile.
Q: What if I am not receiving email communications from the e-Filing portal?	A: Check your spam/junk mail and confirm with your office IT staff that messages from "helpdesk@oscn.net" are allowed to pass through your network firewall. Also, log into e-Filing and go to Account -> My Profile and verify the email address in your e-Filing profile is correct.
Q: How do I know my e-Filing was successfully submitted?	A: After you submit your e-Filing, you will receive a successfully submitted confirmation message on the Filing Details page, the Submission Date/Time on the Filing Details page will be updated, and you will receive a submission confirmation email.
Q: How do I know if my e-Filing was accepted and filed by the court clerk?	A: You will receive a confirmation email informing you if your e-Filing was Accepted/Filed, Partially Filed or Not Filed by the court clerk.
Q: Do I still need to provide printed copies of pleadings, motions, briefs and other papers to a judge, even though I'm e-Filing them?	A: Yes. 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 <u>will not</u> provide printed copies of pleadings, motions, briefs and other papers to the judge's office on your behalf.
Q: Can I use e-Filing to initiate a new case?	A: No. New case e-Filing will be provided in a future release.



Q: Can I e-File in a case that was not originally filed electronically?	A: Yes. If e-Filing has been implemented for the county and case type you are e-Filing into, then you can e-File in any such case regardless of how or when it was initiated.
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REGISTRATION & ACCOUNT MANAGEMENT

Q: What are the requirements to register to e-File?	A: Currently, you must be a licensed Oklahoma attorney with a bar number, a State Agency Representative using an identification number, or a process server with a license number.
Q: How do I register to e-File?	A: Select the "Register as a new user?" link on the e-Filing login page.
Q: Can I register more than one account?	A: Yes. As a filer, you may be a part of an organization in which filing fees are exempt while at the same time accepting clients for which you will be subject to payment of fees.
Q: What if my registration is not accepted?	A: In some cases, a registration may be rejected for different reasons such as invalid bar license number, multiple registrations, etc. If your registration is rejected, you will receive an on-screen message to contact the e-Filing support team at efilingssupport@oscn.net .
Q: Can I share my registered e-Filing username and password?	A: Yes. However, it is suggested that each filer create their own registered account to eliminate any confusion about who created and submitted an e-Filing. You are responsible for keeping your id and password secure.
Q: Can I still register to e-File if I don't have an attorney?	A: No. Pro-se registrations are not accepted at this time, but that functionality will be provided in a future release.
Q: How can I get my e-Filing username if I forget it?	A: Send an email to efilingssupport@oscn.net or call the Help Desk at (877) 532-0114.
Q: How can I reset my e-Filing password if I forget it?	A: Select the "Forgot your password?" link on the e-Filing login page. You will get an email that will provide a link to reset your password.
Q: How can I change my e-Filing e-mail address?	A: You can log into e-Filing, select Account, select My Profile, change your email address and save. You will get a confirmation email.

TRAINING & INFORMATION

Q: Is training available for e-Filing?	A: Yes. There are user guides available on the e-Filing login page. You are strongly encouraged to read these documents before submitting your first e-Filing.
Q: Are there any rules for e-Filing?	A: Yes. You are strongly encouraged to read the Oklahoma Rules for E-Filing in Selected Pilot Courts , before submitting your first se-Filing.

FEES & PAYMENTS

Q: Are there additional fees to e-File?	A: At this time, there are no additional fees for e-Filing. The same fees and costs prescribed by statute, court rule, or order of the Supreme Court for filing paper documents shall apply to e-Filed documents.
Q: If I'm e-Filing on behalf of an Oklahoma state agency, do I have to pay filing fees?	A: No. If you are registered as an Oklahoma state agency representative, you will automatically qualify for a fee waiver.



Q: What payment methods are accepted when submitting an e-Filing?	A: You can use a Visa, Mastercard, Discover or AMEX credit or debit card.
Q: Can I save my credit or debit card information, so I don't have to enter it each time I e-File?	A: Maybe. No credit or debit card information is being saved or stored when e-Filing; however, your internet browser may provide the option to save the information.
Q: When will an e-Filing payment show on my account?	A: The payment is validated at the time the e-Filing is submitted; however, the payment is not charged to the account until the court clerk accepts the e-Filing. Until then, the payment may show as "Pending" on your account.
Q: Is my credit or debit card information safe when I make a payment when e-Filing?	A: Yes. No credit or debit card information is being saved or stored when e-Filing.
Q: Will I receive a receipt for my e-Filing payments?	A: Yes. After the court clerk has accepted/filed any documents that required a payment of fees, a payment receipt will be attached to the confirmation email that is received.

DOCUMENTS

Q: What document formats will e-Filing accept?	A: Reference Rule 12 of the Oklahoma Rules for E-Filing in Selected Pilot Courts .
Q: Are there any document size limits?	A: Reference the E-Filing Technical Standards . The number of pages for each document may be limited by local Court Rule. For example, Oklahoma County DCT has a 5 page limit on briefs.
Q: Do I have to e-File all my documents?	A: No. Unless the judge in your case orders otherwise, you can choose e-Filing or conventional paper filing.
Q: What if I can't find the right document selection in the list, that matches my document when e-Filing?	A: Select the document from the list that best matches the document you are e-Filing. If there is a 'generic' selection such as 'Motion', you can select that and then change the name in the Description field. Include a note in the comment section with the document you could not find, so it can possibly be added to the list.
Q: Do I still need to provide printed copies of pleadings, motions, briefs and other papers to a judge, even though I'm e-Filing them?	A: Yes. 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 <u>will not</u> provide printed copies of pleadings, motions, briefs and other papers to the judge's office on your behalf.
Q: Can I e-File into cases that have a Pauper's Affidavit on file?	A: Yes. However, if you are filing a document that has a fee, you should file conventionally, because at this time, you will have to pay the fee if you e-File the document, even if there is a Pauper's Affidavit on file.
Q: Can I e-File proposed orders?	A: No. E-Filing proposed orders will be provided in a future release.
Q: Can I e-File documents under seal?	A: No. E-Filing documents under seal will be available in a future release.
Q: Can I e-File confidential documents?	A: No. E-Filing confidential documents may be available in a future release.



Q: Will I have access to my e-Filed documents when I come to court?	A: E-Filed documents are official court records for all purposes. However, this only pertains to the court’s case file, and does not pertain to the filer’s personal file. The e-Filing system is not the filer’s case management system and should not be relied upon as such. Filers are encouraged to download and retain copies of all documents for easy reference. A filer’s record keeping is at their sole discretion and responsibility. Paper copies of documents can be obtained from the court clerk’s office subject to a copy fee.
Q: How do we access the official court file and the documents therein?	A: You will still visit the OSCN public site to access the official court file and documents, just like with conventional paper filings.
Q: Can I view my documents in e-Filing after they are e-Filed?	A: Yes. You can log into e-Filing, search for an e-Filing, open it and view the e-Filed documents, before or after they have been processed by the court clerk.
Q: Can I request a certified copy of a document using e-Filing?	A: No. Requesting certified copies of documents will be provided in a future release.

SERVICING

Q: Can I serve other parties and attorneys electronically?	A: Reference Rule 8 of the Oklahoma Rules for E-Filing in Selected Pilot Courts .
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TECHNICAL INFORMATION

Q: What if I cannot e-File due to technical problems?	A: Reference Rule 13 of the Oklahoma Rules for E-Filing in Selected Pilot Courts and refer to OSCN News for a record of technical failures or outages.
Q: Do I need any special computer hardware or software to e-File?	A: Reference the E-Filing Technical Standards .
Q: How do I contact the e-Filing Help Desk?	A: You can send an email to eFilingSupport@oscn.net or call (877) 532-0114.

