

# Oklahoma Unified Case Management System E-Filing Portal

## Electronic Filing Technical Standards

"Electronic Filing Technical Standards" are those standards adopted by the Administrative Office of the Courts, as authorized by the Supreme Court of Oklahoma, to implement electronic filing. The Electronic Filing Technical Standards provide additional technical requirements for e-Documents, including, but not limited to, file size, attributes, resolution, embedded files, and other technical requirements, including users' email functionality and users' system capabilities. The Electronic Filing Technical Standards may also provide additional technical requirements for E-Records. As technology evolves, the Electronic Filing Technical Standards may be updated from time to time, and the current Electronic Filing Technical Standards shall be maintained and available to the public on the Supreme Court's website.

Users of the OUCMS Electronic Filing Portal must be familiar with the Rules for Electronic Filing in the Oklahoma Courts. Those rules are available at [Oklahoma E-Filing Rules](#).

### **1. Browser Compatibility:**

- a. E-Filing is compatible with the latest versions of Google Chrome, Microsoft Edge and Mozilla Firefox.
- b. E-Filing is Section 508 compliant.

### **2. Document Format:**

- a. All e-Documents should be filed in a text-based PDF format.
- b. 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.

### **3. Document Size:**

The maximum file size for an e-Document is 10 megabytes. If an e-Document exceeds this limit, it should be split into separate e-Documents. Each of the separate e-Documents should be clearly named to indicate how they are to be grouped, e.g., 'Petition Part 1.pdf', 'Petition Part 2.pdf', etc. and each e-Document should include the case style and case number.

### **4. Hyperlinks:**

E-documents must be self-contained and must not contain external hyperlinks.



**5. Multiple e-Document Filings:**

Whenever a filer e-Files multiple e-Documents in a case, each e-Document must be submitted as a separate e-Document bearing its own separate and distinct document title.

**6. Bulk Filings:**

Bulk filings of multiple cases or multiple e-Documents combined into one PDF e-Document cannot be e-Filed. E-Documents with different case numbers must be e-Filed individually in separate submissions.

**7. Proposed Orders:**

Proposed orders cannot be e-Filed and should be filed at the Court Clerk's office.

**8. Confidential and Sealed Documents:**

Confidential and Sealed documents cannot be e-Filed and should be filed at the Court Clerk's office.

**9. Attachment and Exhibit Information:**

See the Rules for E-Filing in the Oklahoma Courts, Rule 12, Section B.

