# E-FILING USER GUIDE

A guide for E-Filing in Oklahoma District Courts.

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Oklahoma State Courts Network



The Oklahoma Electronic Filing System allows **Oklahoma attorneys and state agency representatives** to efficiently upload and file district court documents through the Internet using a standard web browser. This guide provides step-by-step instructions to electronically file documents into an existing district court case.

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## Introduction

### About this Document

The purpose of this document is to provide you, the Filer, with information necessary to file court case documents electronically through the Oklahoma Electronic Filing System. The content of this document takes you through the process of registering as an e-Filer with the Oklahoma Electronic Filing System, managing your user account, filing into existing cases, and searching for submitted filings.

For additional assistance or questions related to E-Filing, please contact <u>efilingsupport@oscn.net</u>. Operational hours for the E-Filing Support Team are Monday through Friday from 8AM to 5PM. Emails received outside of business hours are worked the next business day in the order in which they were received.

### Who May File Electronically

#### • Attorneys

An attorney must have a valid Bar License. They must register and obtain a username and password to use the Oklahoma Electronic Filing System.

#### • Associated Attorneys and Legal Assistants

An attorney who is a registered filer may permit an associated attorney or legal assistant to file documents under the registered attorney's username and password. The registered attorney is responsible for all such filings.

#### • State Government Agencies

An employee acting on the behalf of a state agency in the State of Oklahoma, may file documents under the agency's ID number. The employee must register and obtain a username and password to use the Oklahoma Electronic Filing System.

### Hardware and Software Requirements

This section provides an overview of the hardware and software requirements needed to use the Oklahoma Electronic Filing System. **Note:** For a full list of technical requirements and standards, please refer to the <u>E-Filing Technical Standards</u> document located on the <u>OSCN.net website</u>.

#### Hardware and Software Requirements

The Oklahoma Electronic Filing System is a web-based electronic filing (e-Filing) system. To use it, you must be able to connect to the Internet, have an email account through which you can receive notification email messages, and the ability to produce PDF files. Access to a scanner allows you to turn paper documents into electronic files that you can submit through the Oklahoma Electronic Filing System.

**Internet Access:** You must have a personal computer or workstation that can connect via an Internet provider or network to the Internet. You must have internet access.

**Email Account:** At least one email address is required (up to two are supported) for the registration and notification portions of the Oklahoma Electronic Filing System (*this is discussed in more detail in the registration section of this document*).

#### • Document Formats and Size

Please check with the Oklahoma Supreme Court <u>E-Filing Technical Standards</u> for format requirements for documents to be electronically submitted through the Oklahoma Electronic Filing System. If your documents do not meet these requirements, the Oklahoma Electronic Filing System automatically rejects the filing.

- Documents must be in 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.
- No password protection or other security devices may be associated with a document.

#### • Electronic Payment of Fees

To complete the process of filing documents through the Oklahoma Electronic Filing System, the applicable district court must receive payment for the fees associated with the filing. You may pay online by credit card or debit cards (processed as credit cards). *Note: state government agencies are not required to make payments*.

# I. Getting Started

The E-Filing system is accessed through the OSCN.net website, the following is an overview of the features and functions available on the E-filing home screen.

### 1. Overview of the E-Filing Home Screen



A. E-Filing Menu: this menu is comprised of the following options:

- Home: will take you from any e-Filing page to the e-Filing Home page.
- Account: selecting Account will provide a dropdown list with the following selections:
  - **My Profile**: update your E-Filing registered profile information; you will receive a profile change confirmation email.
  - **Change Password:** change your log in password; you will receive a password change confirmation email.
  - **Sign Out**: log out of the E-Filing application; you will be taken back to the E-Filing Login page.
- Filings: selecting Filings will provide a dropdown list with the following selections:
  - Search E-Filings: another way to get to the Search E-Filings page.
  - Existing Case Filing: another way to start an Existing Case Filing.
  - **Email Log**: takes you to your email Log, which contains all email communications that have been sent to you by the E-Filing system. To open an email, select the 'Details' button next to the email you want to view.
- B. Quick Links: quick links provide the same options that are available in the Filings dropdown menu.
- C. Help section: provides links to the user guides and help documents.
- D. User information: displays the Username of the person who is currently signed into the E-Filing application
- E. Sign Out button: when selected, logs you out of the application and takes you to the E-Filing Login page.
- F. Existing Case Filing button: when selected it opens the Existing Case Filing page.
- **G. Search your E-Filings button**: when selected it opens the Search E-Filings page, this page allows you to search for filings by different criteria.

### 2. Registration

Before you can e-file documents with the courts you must obtain a username and password through the registration process. Listed below are step-by-step instructions on how to complete your registration.

### A. Complete Your Registration

#### Step-by-Step:

- 1. Open a browser and type <u>www.oscn.net</u>.
- 2. When the OSCN website opens, in the **upper right of the screen select E-Filing**.

		Γ	E-FILING	E-PAYMENTS	CAREERS	
LEGAL RESEARCH	COURT RECORDS		QUICK LINKS			

3. The E-Filing login screen opens, select "Register as a new user?" to go to the Registration page.

Login				
Local Login Username				
Username				
Password				
Password				
LOGIN				
Forgot your password? Register as a new user?				

4. On the **Registration page, fill in <u>all</u> required fields**. Required fields are marked by a red asterisk. \* *Note: A list of all required fields are shown below along with a brief description.* 

Note: This is a partial screenshot of the Registration page.

OKLAHOMA State Courts Network HOME	COURTS DI	ECISIONS PROGR/	AMS NEWS	LEGAL RESEARCH	COURT RECORDS	QUICK LINKS
REGISTRATION FOR USE OF TH	IE OKLAHON	A UNIFIED CA	SE MANAG	EMENT SYSTEM	/ ("OUCMS") E-	FILING WEB PORTAL
Create a new account						
create a new account.						
Currently Pro Se filings are not suppo	rted but may be	supported in the f	uture.			
Currently only Oklahoma attorneys ca	an register for E-	Filing.				
,,						
User Role						
Line Dala						
Oser Role						
Username						
Username	*					
Password		Confirm Passwore	d			
	*			*		
Your password must be at least 8 cha	racters long,					
cannot be a derivative of the usernan	ne and					
contain 3 out of the 4 following:						
<ul> <li>Upper case characters</li> </ul>						
Lower case characters						
Numeric (0-9) characters						
<ul> <li>Special (~!@#\$%^&amp;*+=`\\0{}</li> </ul>	[]:;'''<>,.?/)					

#### Listed below are Descriptions of the Required Fields needed to complete your registration:

* Required Fields	Description
User Role	• Private Attorney - when registering as an attorney, enter a valid state bar license number. Attorney's information is confirmed with data in the OCIS case management system that is provided by the Oklahoma State Bar Association.
	<ul> <li>State Agency Representative – when registering as a State Agency Representative, you are required to enter an Agency ID number.</li> </ul>
Username	• Your username must be at least 5 characters long and less than 50 characters.
Password	• Your password must be at least 8 characters long, cannot be a derivative of the username and contain 3 out of the 4 following:
	<ul> <li>Upper case characters</li> <li>Lower case characters</li> <li>Numeric (0-9) characters</li> <li>Special (~!@#\$%^&amp;*+=` \(){[];;"'&lt;&gt;,.?/) characters</li> </ul>

* Required Fields	Description
Confirm Password	Re-enter your new password for confirmation purposes.
Security Question	• A security question adds another layer of security along with your password.
Security Question Answer	• Make sure that your security answer is easy to remember. Note: if you forget your password, you will be prompted to enter the answer to your security question before your password can be reset.
Name	Last name and First name are required.
Firm/Business Name	Enter firm or business name.
Registration Email Address	<ul> <li>Type your Primary Email Address. If you are an attorney, this can be the email address associated with your bar registration. The email supplied at registration will serve as the official E-Filing email address.</li> <li>Note: You can optionally add an additional email account to associate with your account. All the Oklahoma Electronic Filing System notifications/correspondence is sent to all your email accounts.</li> </ul>
Address	Enter address information.
Zip Code	• Enter your zip code and the City and State will auto-populate. However, if the city that is auto-populated is not correct, you may enter the correct one.
Phone Number	Enter your preferred contact phone number.
Terms of Use	• You must open the E-Filing Terms of Use by selecting the hyperlink, to accept the agreement scroll to the bottom, then select Accept.
Other Acknowledgments	• To complete your registration, you must select the "Authorization Acceptance Acknowledgement" and the "Acknowledgement of Service" checkboxes.

5. After completing the registration information and accepting the Terms of Use, and other acknowledgments, select the Register button.



- 6. The "Registration Information Received" screen will open indicating that your registration has been received.
- 7. To log in, click the link titled "Click here" to return to the login screen, if needed enter your username and password.



You will also receive an email notification (example shown below) confirming the registration information has been approved. This email is automated and sent from "helpdesk@oscn.net" email address.

Example of Email Notification



#### **B.** If Your Registration is Rejected

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 <u>efilingsupport@oscn.net</u> or the Administrative Office of the Courts (AOC) for resolution.

Example of on-screen Rejection Message (note, message will vary based on the rejection reason).

	OKLAHOMA State Courts Network	HOME	COURTS	DECISIONS	PROGRAMS
REG	ISTRATION FOR USE	OF TH	E OKLAH	OMA UNIF	IED CASE
Cr	eate a new account.				
	Invalid Bar Number, ple	ease call t	he AOC Hel	p Desk, (877)	532-0114.

#### C. Allowing Others to Use Your Account

Although the Rules for Electronic Filing in Oklahoma Courts permit other attorneys and staff in your office to use your account to file documents electronically, these additional filers are the primary account holder's responsibility.

### 3. Maintaining Your Account

Since your user account allows you to sign into the Oklahoma E-Filing system it is important that you maintain your account by keeping your information up to date.

#### A. Changing Your Email Address

Your email address used with your Oklahoma Electronic Filing System account is not linked to, shared with, or related to the contact information you supplied to the Oklahoma Bar Association. The Administrative Office of the Courts is a separate entity; therefore, attorneys wanting to make changes regarding their state bar license must do so directly with the Oklahoma Bar Association.

The following are steps for changing your email address linked to your E-Filing account.

#### Step-by-Step:

1. From the E-Filing menu, select **Account**, then **My Profile**. The Update Profile Information screen opens.



2. Locate the Registration Email Address section and enter your new email address.

Registration Email Address		
testperson@gmail.com		*
The Registration Email Address and Addition	nal Email Address provided here are associated wit	th y
the Designated Case-Specific Email Address	on file in a specific case.	

3. When you are finished, select the **Update button.** 



4. You will receive an email notification indicating a change has been made to your user account.

#### **B. Reset Your Password**

1. From the E-Filing menu, select **Account**, then **Change Password**.



- 2. On the Change Password screen, **complete the required fields**. Required fields are indicated by a red asterisk. \*
- 3. After completing the required fields, select the Change button.

Cur	ent Password	
	* 2	
Nev	/ Password	
	*	
use	name and contain 3 out of the 4 following: Upper case characters Lower case characters Numeric (0-9) characters	
	Special (~!@#\$%^&*+=` \(){{[];,"''<>,,?/) characters	
Cor	firm New Password * 2	
Sec	irity Question	
Whe	was your childhood best friend?	
Sec	urity Question Answer	
	2	

4. You will receive an email notification indicating a change has been made to your user account. **Note:** If you do not receive an email, 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, verify the email address in your e-Filing profile is correct.

#### C. Update Your Profile Information

Your user profile is a collection of settings and information that is compiled when you complete your registration. It contains critical information that is used to identify you, such as your name, address, security question, email address, phone number etc. Listed below are steps for updating your profile information.

#### Step-by-Step:

1. From the E-Filing menu, select **Account**, then **My Profile**. The Update Profile Information screen opens.



2. You can update any of the fields on the screen, when you are finished, select the **Update button.** 



3. You will receive an email notification indicating a change has been made to your user account.

#### **D. Signing Out**

There are two ways to sign out of your account.

• Option 1: Select Sign Out from the E-Filing home page.

		Need help? Read our E-Filing guide.
E-FILING		E-Filing Technical Standards
	🛛 🗹 Existing Case Filing 📄 New Case Filing 👕 Search E-Filings 🖾 Email L	a ( )
Home Account - Filings -		Signed in as Phylisha 📭 Sign Out

• **Option 2:** Select **Account** from the E-Filing Menu, then **select Sign Out**.



# II. How to File into an Existing Case

Once your registration is complete and your account is approved, you can begin to use your Oklahoma Electronic Filing System account to start filing documents.

### 1. Eligible Case Types

Currently you may submit documents into the following case types of existing cases:

Case Type	Description
CJ	CIVIL CASES IN WHICH THE RELIEF SOUGHT EXCEEDS \$10,000
CS	CIVIL CASES IN WHICH THE RELIEF SOUGHT DOES NOT EXCEED \$10,000
CV	MISCELLANEOUS CIVIL CASES
FB	FULL BLOOD FILINGS
FD	FAMILY AND DOMESTIC PROCEEDINGS
FMI	FAMILY AND DOMESTIC MISCELLANEOUS PROCEEDINGS
FP	PATERNITY PROCEEDINGS
FR	RECIPROCAL CHILD SUPPORT CASES
PB	PROBATE PROCEEDINGS
PMI	PROBATE MISCELLANEOUS PROCEEDINGS
PT	TRUST PROCEEDINGS
SC	SMALL CLAIMS
SD	SURFACE DAMAGE
TL	TAX LIENS
WIL	FILING OF WILLS

### 2. Document Submission Hours

The E-Filing system will always use the e-filer's submission date/time regardless of whether the e-filer submits the document during business hours or non-business hours, on weekends, during holidays, or during any other unplanned closures.

### 3. Prepare the Documents You Want to File

An important best practice is to prepare the documents for filing before you sign into the Oklahoma Electronic Filing System and begin the filing procedure. This 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. Attachments and exhibits should be submitted with the principal E-Filed document as a txt-searchable PDF. 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. Alternatively, a non-text image may 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.

**Note:** For a full list of technical requirements and standards, please refer to the <u>E-Filing Technical</u> <u>Standards</u> document located on the <u>OSCN.net website</u>.

### 4. Sign In

The following are steps for signing into the Oklahoma E-Filing System. *Note: before you can e-file documents to the courts you must complete your registration and create a username and password.* 

Step-by-Step:

- 1. Open a browser and type <u>www.oscn.net</u>.
- 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.

.ogin	
Local Login	
Username	
Username	3
Password	
Password	4
LOGIN 5	
Forgot your password? Register as a new user?	

6. After signing in, the E-Filing home page will open.



### 5. File a Document or Request into an Existing Case

A filing may contain multiple documents; however, all documents and/or requests must be associated to the **same** case.

**Important note:** This section provides instructions on how to file documents and/or requests into existing cases, with the exception of garnishment affidavits and garnishment summons, which is covered in <u>Section 3</u>.

#### Step-by-Step:

1. On the e-Filing Home page, select the **Existing Case Filing button**.

					Need help? Read our E
E-FILING					E-Filing Technical Stand
	🕼 Existing Case Filing	🖹 New Case Filing	Search E-Filings	🖾 Email Log	
Home Account - Filings -					Signed in as
To search court records of cases previous Oklahoma State Courts Network (OSCN).	ly filed please check th	ie	SEARCH	I YOUR E-FILII	NGS

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*).

Case Search			×
County		Case Number (e.g. CJ-2020-1)	
	~ *	Case Number	*

3. Select the **Search** button.

Case Search		×
County	Case Number (e.g. CJ-2020-1)	
*	Case Number *	
Q SEARCH a CLEAR VALUES		

4. When the search results are returned, click the **Select button** next to the case you want to file into.

Case Search					×
County			Case Number (e.g. CJ-2020-1)		
Cleveland		× *	cj-2020-3		*
<b>Q</b> SEARCH					
Show 10 v entries					
Case Number 1	Filing Date	Case Description		11	
CJ-2020-3	01/02/2020	DONNA L F	ROLLAND VS MICHAEL GENE SHETLEY, ET AL	SELECT	
Showing 1 to 1 of 1 entries	;			Previous 1 Ne	xt

5. The "Filing Details" page opens. This page displays general case information, case parties, and pending e-filing submission information. *Tip: Make note of your E-Filing Reference Number, which can be used to track your e-Filing*.

-Filing Reference Number: 1635	Submission Date:		
-Filing Status: Pending Submission	Completion Date:		
se Information			
Case Description: KONDAUR CAPITAL CORPO	DRATION v. Newby, Helen R., ET		
Case Number: CJ-2020-5	Case Type: Civil relief more than \$10,000		
Case Status: Closed	County: Cleveland		
Court Type: District Court			
Issue	Issue Code	Filing Date	
	FORE	01/02/2020	
FORECLOSURE			
FORECLOSURE			
FORECLOSURE se Parties			

- 6. On the 'Filing Details" page, scroll down to the "**Documents and Requests**" section. This section allows you to file a Document into an existing case or submit a Request (e.g., request a jury trial).
  - To **file a document**, **select the "Add Document" button**, when selecting this option, it requires you to attach a document.
  - To **file a request** (e.g., request a jury trial) **select the "Add Request" button**, this option will not require you to attach a document.

Document Or Request	Description	ree	
ADD DOCUMENT ADD REQUEST	ent must be submitted as a separate file bea	ring its own separate and distinct	document title.

In this example, the Add Document button is selected.

		Documents and Requests		
6	Į	ADD DOCUMENT ADD REQUEST When E-Filing multiple documents, each docum	ent must be submitted as a separate file beari	ng its own separate and distinct document title.
		Document Or Request	Description	Fee

- 7. The "**Add Documents Or Request**" screen opens. This screen is dynamic, which means applicable fields will appear after you enter information.
- 8. Select a Category from the dropdown menu.

Add Document Or Request 7
Tip All E-Filed documents shall be filed in a text-based PDF format pursuant to the Rules For Electronic Filing in the Oklahoma Courts. Attachments and exhibits should be submitted with the principal E-Filed document as a text-searchable PDF. 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.
Tip Currently a confidential document or document filed under seal cannot be filed via E-Filing
Tip The OUCMS e-Filing Portal is an automated system which is programmed to apply the standard fees associated with certain filings.
Payment by credit card is required to submit those items via this system. Filers who wish to discuss the standard filing fees, who need to pay by a method other than credit card, or who have circumstances which might require filing without the standard fees, should contact the court clerk's office directly rather than using the e-Filing Portal.
Document
Select Category
Select Category V * 8

9. After selecting the category, the Select Document field appears. Select the type of document you want to file from the "Select Document" dropdown menu.

Document					
Select Category			Select Document		
SUMMONS	~ *	×	Select Document	~	*

10. After selecting a document, the document Description field appears, **verify the document description is correct, if needed you may edit the description.** 

Document			
Select Category		Select Document	
SUMMONS	~ *	SUMMONS	~
Description (can be edited	)		
SUMMONS	*		

Note: After selecting a document from the dropdown, the screen will display **all** the applicable fields needed to complete your filing.

Add Document Or Request						
Tip       All E-Filed documents shall be filed in a text-based PDF format pursuant to the Rules For Electronic Filing in the Oklahoma Courts. Attachments and exhibits should be submitted with the principal E-Filed document as a text-searchable PDF. 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.         Tip       Currently a confidential document or document filed under seal cannot be filed via E-Filing         Tip       The OUCMS e-Filing Portal is an automated system which is programmed to apply the standard fees associated with certain filings. Payment by credit card is required to submit those items via this system. Filers who wish to discuss the standard filing fees, who need to pay by a method other than credit card, or who have circumstances which might require filing without the standard fees, should contact the court clerk's office directly rather than using the e-Filing Portal.						
Document						
Select Category Select Document						
SUMMONS 🗸 * SUMMONS 🗸						
Description (can be edited) SUMMONS *						
Upload Document *         Fee           Choose File         No file chosen         \$10						
Service						
Service Type	Fee					
Select Service Type 👻 *	\$0					
Include comments to the clerk here	Total Fee					
	\$10					
200 character limit						
Soo character minit						

11. **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.

**Note:** 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.

•	st			
Tip All E-Filed documents s Attachments and exhibits shu document cannot be convert format. A non-text image ma	shall be filed in ould be submitt ted to a text-sea ay also be subm	a text-based PDF format pursua ted with the principal E-Filed doo archable PDF, the attachment or itted using the current JPEG star	nt to the Rules For Electronic Filing in the Oklahoma G cument as a text-searchable PDF. If the original attach document may be submitted in a non-text-searchabl ndard format.	Courts. Iment or le PDF
Tip The OUCMS e-Filing Po Payment by credit card is rec by a method other than crec	ortal is an auton ortal is an auton quired to submit lit card, or who	nated system which is programn t those items via this system. File have circumstances which might	t be filed via E-Filing ned to apply the standard fees associated with certain rs who wish to discuss the standard filing fees, who n require filing without the standard fees, should conta	n filings. need to pay act the court
clerk's office directly rather t Document	han using the e	-Filing Portal.		
clerk's office directly rather t Document Select Category SUMMONS	han using the e	-Filing Portal. Select Document SUMMONS	<ul><li>✓ *</li></ul>	
clerk's office directly rather t Document Select Category SUMMONS Description (can be edited)	han using the e	-Filing Portal. Select Document SUMMONS	<ul> <li>✓ *</li> </ul>	
clerk's office directly rather t Document Select Category SUMMONS Description (can be edited) SUMMONS	han using the e	-Filing Portal. Select Document SUMMONS	<ul> <li>✓ *</li> </ul>	
clerk's office directly rather t Document Select Category SUMMONS Description (can be edited) SUMMONS Upload Document *	*	-Filing Portal. Select Document SUMMONS Fee	✓ *	

*Note*: When adding a Request, it is not required that a document be attached.

12. **If required, select a Service Type** from the dropdown menu. *Note: In this example, a summons is filed; therefore, a service type is required.* 

Document			
Select Category	Select Document		
SUMMONS 🗸 *	SUMMONS	<ul><li>✓ *</li></ul>	
Description (can be edited)			
SUMMONS *			
Upload Document *	Fee		
Choose File Test Documfor EFiling.pdf	\$10		
Service			
Service Type		Fee	
SUMMONS ISSUED - MAILED BY A' 👻 *		\$0	

13. If needed enter Comments for the clerk.

Г

14. When you are ready select the **Add button**.

Select Category     Select Document       SUMMONS     *       Description (can be edited)       SUMMONS       SUMMONS       Upload Document *       Fee       Choose File No file chosen       Service       Service Type       SUMMONS ISSUED - MAILED BY ATTORNEY       Include comments to the clerk here	
SUMMONS *   SUMMONS *     Description (can be edited)   SUMMONS *     SUMMONS *     Upload Document * Fee   Choose File No file chosen \$10   Service   Service   Service   SUMMONS ISSUED - MAILED BY ATTORNEY   Include comments to the clerk here     Tot   \$10	
Description (can be edited)       SUMMONS     *       Upload Document *     Fee       Choose File     No file chosen       Service     \$10       Service     Service Type       SUMMONS ISSUED - MAILED BY ATTORNEY     *       Include comments to the clerk here     Tot       Storm     \$10	
SUMMONS     *       Upload Document *     Fee       Choose File     No file chosen       \$10   Service Service SUMMONS ISSUED - MAILED BY ATTORNEY  Include comments to the clerk here	
Upload Document *     Fee       Choose File     No file chosen       Service       Service Type       SUMMONS ISSUED - MAILED BY ATTORNEY       Include comments to the clerk here	
Choose File No file chosen   Service   Service Type   SUMMONS ISSUED - MAILED BY ATTORNEY   Include comments to the clerk here   Tot \$10	
Service Type Fee SUMMONS ISSUED - MAILED BY ATTORNEY * * \$0 Include comments to the clerk here 510	
Service Type Fee SUMMONS ISSUED - MAILED BY ATTORNEY  * Include comments to the clerk here Tot \$10	
SUMMONS ISSUED - MAILED BY ATTORNEY   *  \$0  Include comments to the clerk here  S10  S10  S10  S10  S10  S10  S10  S1	2
Include comments to the clerk here 510	
\$10	al Fee
	1
13	
300 character limit	
ADD CANCEL	

- 15. You are returned to the Documents and Requests screen, the document you just added will appear on the screen. The following document options are available:
  - a. **Details**: selecting this button allows you to see all details about the document.
  - b. **Edit**: selecting this button allows you to make changes to the document category, type, description, service type, and/or choose a different file/document.
  - c. **Delete**: selecting this button will allow you to delete the document entry, a pop-up message will appear confirming if you want to delete the document.

DD DOCUMENT ADD REQUEST			
/hen E-Filing multiple documents, each documer	nt must be submitted as a separate file bea	ring its own separate and disting	t document title.
Document Or Request	Description	Fee	
Test Document for EFiling.pdf	SUMMONS	\$10.00 DETAI	LS EDIT DELETE
es and Payments			

- 16. If you need to attach more Documents and/or Requests, repeat steps 6 (see page 19) through step 15.
- 17. Once you have completed your filings, on the Filing Details page, **review the summary of attached documents and requests, costs, and total costs**, before submitting. *Note: If you are a State Agency Representative you will see an onscreen message indicating filing costs are waived.*

/hen E-Filing multiple documents, each docum	ent must be submitted as a separate file bea	ring its own separate a	nd distinct document title.
Document Or Request	Description	Fee	
Test Document for EFiling.pdf	SUMMONS	\$10.00	DETAILS EDIT DELETE
es and Payments			
al Fee: \$10.00			

18. When you are ready **select the "Submit" button to open the credit card payment window**. **Note:** If you are a State Agency Representative, filing fees are waived; therefore, the credit card payment window does not open, and your submission is complete.

Document Or Request	Description	Fee	
Test Document for EFiling.pdf	SUMMONS	\$10.00 DETAILS	EDIT DELE
es and Payments			
tal East \$10.00			

- 19. If applicable on the **Payment window**, **enter the required credit card information shown below**.
- 20. Select the "Make a Payment" button to complete the payment and submit the e-Filing submission.

Order Information	
Total Amount (\$): \$10.00 Charge Type: AUTH	
Card Information	
Card Number:*	
Expiry Date:*	19
v CW: 👔	Important Notes
Customer Information	important Notes.
First Name:*	When making a credit card payment when you are prompted to enter an address, please <b>enter the credit card's billing</b>
Last Name:"	address and not your personal address.
Address One:*	<ul> <li>If the Court Clerk accepts your submission for filing, any applicable credit/debit card payment transaction will be</li> </ul>
Address Two: City:	finalized at the time of acceptance. Until that time, your credit or debit card account may show this payment as a pending charge.
Country:	• The E-Filing system does not store credit or debit card
State or Province:	information; however, your internet browser may provide the
Postal Code:*	option to save the mornation
20 Make Payment	

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.

Note: If you are a State Agency Representative, filing fees are waived.

Example of E-Filing Confirmation Email:

Ok	lahoma Uni	fied Court Management	System	
	UUU	NIS e-Filln	g	
Dear Test Attorney				
This email verifies that yo and is pending further ac received by the Court are	our E-Filing was ction by the Cou e listed below.	successfully submitted to the D urt Clerk. The E-File Reference N You will receive a separate emai	istrict Court for Cleve umber for this submi I when processing is o	land County, State of Oklahoma ssion is #85 and the items complete.
E-Filing Status: SUBMITT	ED			
Date/Time of Submission	n: 6/25/2024 5:	45:31 PM		
** Any document submi ** A submitted documer filing.	tted after 5 p.m nt has not been	will be deemed submitted the r processed by the Court Clerk. Y	next business day. ou will be notified if y	your submission is accepted for
Submitting Username: V	Vinning			
County: Cleveland	0			
Case Number: CS-2016-7	,			
Case Description: MIDLA	ND FUNDING L	LC v. CLARCK, BETH		
Documents:				
Description	Fee	Submission Date/Time	E-Filing Status	
SUMMONS	\$60.00	6/25/2024 5:45:31 PM	SUBMITTED	
If the Court Clerk accept	s your submiss	ion for filing, any applicable creater the second sec	dit/debit card payme	ent transaction will be finalized at
the time of acceptance.	onth that time	, your creat of debit card accord	ant may show this pe	ayment as a penuing charge.
This is a non-monitored contact the Court Clerk f	email. Do not	reply directly to this email addro Court for Cleveland County, Sta	ess. If you have any t te of Oklahoma.	questions about this filing, please
Thank You,				
E-Filing Support Team				

# III. Submission Verification

As mentioned in previous sections, after you submit your e-Filing, you will receive a confirmation email.

**Note:** If you do not receive an email, 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, verify the email address in your e-Filing profile is correct.

**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.* 

**In addition to the email**, the Filing Details page, will display a message the submission has been "Submitted Successfully," the Submission Date/Time is updated, and the E-Filing Status will be updated to "Submitted."

Example of Filing Details Page

FILING DETAILS	
Submission Information	
Submitted Successfully	
E-Filing Reference Number: 0085	Submission Date: 6/25/2024 5:45:31 PM
E-Filing Status: Submitted	Completion Date:

Example of Submission Confirmation Email

	Oklahoma	Unified Court Managem	ent System	
1001	00		118	
Dear Phylisha Smotl	nerman:			
This en action <b>Test Attor</b> a separate email wh	ney 1en processing i	was successfully submitted to Reference Number for this su s complete.	the District Court for Ca bmission is #16 and the	nadian County, State of Oklahoma and is pending further items received by the Court are listed below. You will receiv
E-Filing Status: SUB	MITTED			
Date/Time of Submi	ission: 6/13/202	24 1:38:23 PM		
** Any document su ** A submitted doc	ubmitted after 5 ument has not b	p.m.will be deemed submitted been processed by the Court Cle	the next business day. erk. You will be notified	l if your submission is accepted for filing.
Submitting Usernan	ne: OSCN\Phylis	haSmotherman		
County: Canadian				
Case Number: CJ-20	17-50 Test /	Attorney		
Case Description: Al	MERICAN EXPRE	ESS BANK FSB v. DELANA SEVIER		
Documents:				3
Description	n Fee	Submission Date/Time	E-Filing Status	
AFFIDAVIT	\$0.00	6/13/2024 1:38:23 PM	SUBMITTED	

# IV. Managing Your Filings

The Oklahoma Electronic Filing system allows you to check the status of your filings, search for all or specific filings, and make changes to pending submissions.

### 1. E-Filing Status

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

### 2. Pending Submissions

When you start and do not complete a submission the system will mark it as a pending submission. Since the submission is pending, you can still perform specific functions. Listed below are steps to access your pending submissions and the options that are available.

#### Step-by-Step:

1. On the e-Filing Home page, select the Search Your Filings button.



- 2. On the 'Search E-Filings' page, **enter your desired search parameters.** *Tip: to narrow your search results select "Pending" from the E-Filing Status dropdown.*
- 3. When you are ready select the 'Search' button to perform the search.

Submission Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
Completion Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
E-Filing Reference Numbe	er	E-Filing Status	
Filing Number		Select	~
Case Number (e.g. CJ-20)	20-1)	County	
Case Number		All	~

4. When your search results are displayed, **select the 'Select' button next to the Pending Submission you want to open**. *Tip: You can click any of the column headers in the search results arid to sort the search results*.

now 10 🗸 ent	tries						
E-Filing Reference Number îl	Case Number ↑↓	Case Description	E-Filing Status î↓	County ↑↓	Submission Date	Completion Date ↑↓	
1642	CJ-2020-8	BOKF N A VS WILLIAM P SIMMONS	Pending Submission	Cleveland			SELEC
1643	CJ-2020-3	DONNA L ROLLAND VS MICHAEL GENE SHETLEY, ET AL	Pending Submission	Cleveland			SELEC

- 5. The Filings Details page opens, scroll to the "Documents and Request" section, and locate the pending submission. You can perform the following functions on pending submissions:
  - a. **Details**: select the 'Details' button to view the details for the document or request.
  - b. **Edit**: select the 'Edit' button to change the category, document, attachment, service type and comments.
  - c. **Delete**: select the 'Delete' button to remove it from the e-Filing.

Documents and Requests			
ADD DOCUMENT ADD REQUEST	he submitted as a senarate file bearing	its own senarate ar	ad distinct document title
Document Or Request	Description	Fee	a astact document the.
Test Document for EFiling.pdf	SUMMONS	\$10.00	DETAILS EDIT DELETE

**Note:** You cannot edit or delete submissions with the status of 'Submitted, 'Filed', 'Partially Filed' or 'Not Filed', there is only a 'Details' button next to the document or request, which will allow you to view the details.

### 3. Submitted Submissions

When a submission is successfully submitted, you will receive an email indicating the submission was received but has not been reviewed by the court. You can also search for your submitted filings.

**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.

#### Example of Submitted Confirmation Email:

**Note:** If you do not receive an email, 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, verify the email address in your e-Filing profile is correct.

	Oklahoma Ur OUC	ified Court Managemen MS e-Filir	it System					
Dear Test Attorne	y 							
This email verifies action by the Cour a separate email w	that your E-Filing w t Clerk. The E-File R /hen processing is co	as successfully submitted to the eference Number for this submi omplete.	District Court for Ca ission is #16 and the					
E-Filing Status: <b>SU</b>	E-Filing Status: SUBMITTED							
Date/Time of Subr	nission: 6/13/2024 :	L:38:23 PM						
** Any document ** A submitted do	submitted after 5 p. cument has not bee	m.will be deemed submitted the n processed by the Court Clerk.	e next business day. You will be notified					
Submitting Userna	me: Test Attorney							
County: Canadian	County: Canadian							
Case Number: CJ-2	2017-50							
Case Description:	AMERICAN EXPRESS	BANK FSB v. DELANA SEVIER						
Documents:								
Descriptio	on Fee	Submission Date/Time	E-Filing Status					
AFFIDAVI	г \$0.00	6/13/2024 1:38:23 PM	SUBMITTED					
MOTION	\$0.00	6/13/2024 1:38:23 PM	SUBMITTED					

How to Search for a Submitted Submission:

1. On the e-Filing Home page, select the **Search Your Filings** button.



- 2. On the 'Search E-Filings' page, **enter your desired search parameters.** *Tip: to narrow your search results select "Submitted" from the E-Filing Status dropdown.*
- 3. When you are ready select the 'Search' button to perform the search.

Submission Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
Completion Date From		То	
mm/dd/yyyy	<b></b>	mm/dd/yyyy	
E-Filing Reference Number		E-Filing Status	
Filing Number		Select	~
Case Number (e.g. CJ-2020	D-1)	County	
Case Number		All	~

4. When your search results are displayed, **select the 'Select' button next to the Submitted Submission you want to open**. *Tip: You can click any of the column headers in the search results grid to sort the search results*.

E-Filing Reference Number ↑↓	Case Number î↓	Case Description $\uparrow \downarrow$	E-Filing Status Î↓	County ↑↓	Submission Date î↓	Completion Date î↓	
1622	CJ-2016- 700	AMERICAN EXPRESS BANK FSB v. FOUST, JOHN	Submitted	Cleveland	6/21/2024 11:32:12 AM		SELECT
1623	CJ-2016- 701	FIRST UNITED BANK AND TRUST COMPANY VS DEBRA S PACK	Submitted	Cleveland	6/21/2024 11:33:27 AM		SELECT
1624	CJ-2016- 702	CACH LLC v. HOUCK, GLENN ET AL	Submitted	Cleveland	6/21/2024 11:34:22 AM		SELECT
1625	CJ-2016- 703	FIRST UNITED BANK AND TRUST COMPANY VS JUDITH R ROOT	Submitted	Cleveland	6/21/2024 11:36:06 AM		SELECT

 The Filings Details page opens, scroll to the "Documents and Request" section, and locate the Submitted Submission. Select the Details button to view the details for the document or request.

D	Documents and Requests						
	When E-Filing multiple documents, each document mu	ust be submitted as a separate file bearing its ow	n separate	and distinct doc	ument title.		
	Document Or Request	Description	Fee				
	Generic Document.pdf	MOTION TO VACATE	\$76.64	DETAILS			

### 4. Filed Submissions

When a submission is accepted and **Filed** by court personnel you will receive an email notification and the E-Filing system will update the E-Filing Submission Details page of the applicable filing. You cannot make changes to a filed submission.

Note: If a payment was received with your submission a receipt will be attached to the email.

Subject FW: [EXTERNAL]: Fwd: Confirmation	of ACCEPTANCE for Submission	n #11				
receipt.pdf	eipt Attachme	ent				
Oklahoma Unified Co	urt Management	System				
		System				
	e-Filin	g				
Dear Test Attorney						
This email verifies your Submission #11 was ACCE	PTED by the District Co	ourt for Cleveland County,	State of Oklahoma.			
E-Filing Status: FILED	E-Filing Status: FILED					
Completed Date/ Inne. 0/12/2024 10:34:00 PM						
County: Cleveland						
Case Number: CJ-2024-11						
Case Name: Test, Bank v. Test, Ben t						
The items that were Accepted by the court are lis	ted below:					
Description	Fee Su	ubmission Date/Time	Document Status			
MOTION FOR SUMMARY JUDGMENT	\$50.00 6/	/12/2024 10:26:59 PM	FILED			
Since these iterations Accorded by the Court Cl			£11: £ £:1:			
Since these items were Accepted by the court cie	in, any credit/debit ca	in payment for applicable	ming rees was manzed	and a payment receipt i	is attached to this email	
This is a non-monitored email. Do not reply direc	tly to this email. If you	ı have any questions abou	t this submission, pleas	contact the District Cou	urt for Cleveland County	/, St
Thank You,						

### Example of a Filed Submission Email

How to Search for Filed Submission

When a submission if accepted and filed, the E-Filing System will automatically update the E-Filings Details Page of the applicable submission.

Use the following steps to view your **Filed** submissions:

1. On the e-Filing Home page, select the **Search Your Filings** button.



- 2. On the 'Search E-Filings' page, **enter your desired search parameters.** *Tip: to narrow your search results select "Filed" from the E-Filing Status dropdown.*
- 3. When you are ready select the 'Search' button to perform the search.

Submission Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
Completion Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
E-Filing Reference Numb	er	E-Filing Status	
Filing Number		Select	~
Case Number (e.g. CJ-20	20-1)	County	
Case Number		All	~

4. When your search results are displayed, **select the 'Select' button next to the Filed Submission you want to open**. *Tip: You can click any of the column headers in the search results grid to sort the search results*.

E-Filing Reference Number î↓	Case Number ↑↓	Case Description	E-Filing Status	County ↑↓	Submission Date ↑↓	Completion Date ↑↓	
1626	CJ-2016- 704	REPUBLIC BANK AND TRUST v. Copeland, Karen L., 1999 TRUST ET AL	Filed	Cleveland	6/21/2024 11:36:48 AM	6/21/2024 1:46:24 PM	SEL
1627	SC-2016- 800	WAREHOUSE FLATS APTS VS FRANK LAWLER	Filed	Cleveland	6/21/2024 11:38:53 AM	6/21/2024 1:54:15 PM	SEL
1628	SC-2016- 801	WAREHOUSE FLATS APTS VS ALEXIS MILLER	Filed	Cleveland	6/21/2024 11:39:50 AM	6/21/2024 2:18:19 PM	SELE
1629	SC-2016- 802	CROSS TIMBER APARTMENTS VS SARAH SMITH	Filed	Cleveland	6/21/2024 11:40:45 AM	6/21/2024 1:58:55 PM	SELE

- The Filings Details page opens, scroll to the "Documents and Request" section. To view the Filed document that contains the applicable court stamps, click the hyperlink next to the submission.
- 7. Select the Details button to view the details for the **filed** document or request.



### 5. Partially Filed Submissions

When a submission is successfully submitted, court personnel may file some documents and requests, while other documents and requests **may not be filed**, this is referred to as a partial filing. If this occurs you will receive an email notification listing the document(s) that were filed and the document(s) that were not filed, along with the reason the document was not filed (e.g., wrong case number). In addition, you may search for any partially filed submissions.

Note: If a payment was received with your submission a receipt will be attached to the email.

#### Email Example of a Partially Filed Submission

receipt.pdf 111 KB	👻 🛶 Recei	pt Attach	iment			
Oklah	oma Unified Court Mar UCMS e-I	nagement Sy Filing	stem			
Dear Test Attorney						
This email verifies that items	in your Submission #12 were	both ACCEPTED	and NOT FILED by the Dis	strict Court for Cleveland	d County, State of Oklahoma.	
E-Filing Status: PARTIALLY FI	LED					
Completed Date/Time: 6/12/	/2024 10:32:50 PM					
County: Cleveland						
Case Number: CJ-2024-11						
Case Name: Test, Bank v. Tes	it, Ben t					
The items that were Accepte	d by the Court Clerk are listed	below:				
Description	Fee Submission Da	ate/Time	Document Status	]		
SUMMONS	\$60.00 6/12/2024 10:	:29:14 PM	FILED	1		
Since these items were Acce	pted by the Court Clerk, any cr	edit/debit card	payment for applicable fi	iling fees was finalized ar	nd a payment receipt is attach	ied to this email.
The items that were Not File	d by the Court Clerk are listed	below:				
The items that were Not Filed by	the Court Clerk are listed below:		_			
Description	Submission Date/Time	Status				
MOTION TO VACATE Reason: Incorrect Case S	6/12/2024 10:29:14 PM	NOT FILED				
Plasse make required changes to	these items and re-submit					
Since these items were Not Filed	by the Court Clerk, any applicable	e filing fees were	deducted from the total co	st of the submission and w	vere not charged to your credit/c	lebit card
Please contact your banking insti	tution if you have questions rega	rding charges to y	our debit/credit card.			
This is a non-monitored email. D	o not reply directly to this email.	If you have any q	uestions about this submis	ision, please contact the Di	strict Court for Cleveland Count	, State of Oklahoma.
Thank You,						
E-Filing Support Team						

How to Search for a Partial Filing

When a submission is **Partially Filed**, the E-Filing System will automatically update the E-Filings Details Page of the applicable submission.

Use the following steps to view your **Partial Filed** submissions:

1. On the e-Filing Home page, select the **Search Your Filings** button.



- 2. On the 'Search E-Filings' page, **enter your desired search parameters.** *Tip: to narrow your search results select "Partially Filed " from the E-Filing Status dropdown.*
- 3. When you are ready select the 'Search' button to perform the search.

Submission Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
Completion Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
E-Filing Reference Number	•	E-Filing Status	
Filing Number		Select	~
Case Number (e.g. CJ-2020	0-1)	County	
Case Number		All	Ŷ

4. When your search results are displayed, **select the 'Select' button next to the Partially Filed Submission you want to open**. *Tip: You can click any of the column headers in the search results grid to sort the search results*.

Case Number Î↓	Case Description	E-Filing Status ↑↓	County 1	Submission Date ↑↓	Completion Date ↑↓	
SC-2016- 803	SAVANNAH HARBOR APARTMENTS VS KELLEY ROGER LEE	Partially Filed	Cleveland	6/21/2024 11:41:46 AM	6/21/2024 2:00:55 PM	SELEC
	Case Number ↑↓ SC-2016- 803	Case NumberTICase DescriptionTISC-2016- 803SAVANNAH HARBOR APARTMENTS VS KELLEY ROGER LEE	Case Number1Case Description11E-Filing Status11SC-2016- 803SAVANNAH HARBOR APARTMENTS VS KELLEY ROGER LEEPartially FiledFiled	Case NumberTilCase DescriptionTilE-Filing StatusCountyTilSC-2016- 803SAVANNAH HARBOR APARTMENTS VS KELLEY ROGER LEEPartially FiledCleveland	Case NumberT4E-Filing StatusCountySubmission DateT4SC-2016- 803SAVANNAH HARBOR APARTMENTS VS KELLEY ROGER LEEPartially FiledCleveland All6/21/2024 11:41:46 AMT4	Case Number       T4       E-Filing Status       County       Submission Date       T4       Completion Date       T4         SC-2016- 803       SAVANNAH HARBOR APARTMENTS VS KELLEY ROGER LEE       Partially Filed       Cleveland       6/21/2024 11:41:46 AM       6/21/2024 2:00:55 PM       6/21/2024

 The Filings Details page opens, scroll to the "Documents and Request" section, and locate the Partially Filed Submission. Select the Details button to view the details for the document or request.

*Tip:* To view the Filed document that contains the applicable court stamps, click the hyperlink next to the filed submission.

Documents and Requests		
When E-Filing multiple documents, each docume	ent must be submitted as a separate file bearin	ng its own separate and distinct document title.
Document Or Request	Description	Fee
1 CJ Deft Entry of Appearance.pdf	ENTRY OF APPEARANCE	\$0.00 DETAILS
1 CJ Deft Answer.pdf	ANSWER	\$0.00 DETAILS

*Important Note:* To view the reason a submission was **not filed**, please refer to applicable email that was sent to your email address.

### 6. Not Filed Submissions

If the court clerk or court personnel **does not file all document and/or requests in your submission**, **this is referred to as a Not Filed Submission.** If this occurs you will receive an email with the reason why the submission was not filed (e.g., wrong case number or wrong county). You may also search for any submissions that were not filed.

#### Email Example of a Not Filed Submission

Subject	Confirmation of NOT FILE for Submission #8			
Oklahoma Unified Court Management System OUCMS e-Filing				
Dear Sharon Test:				
Your Submission #8 in t	he District Court for Cleveland Co	ounty, State of Okla	ahoma has been Not Filed.	
E-Filing Status: NOT FIL	ED			
Completed Date/Time:	6/14/2024 4:02:34 PM			
County: Cleveland				
Case Number: CJ-2017-	50			
Case Name: BRIANN M	ARIE ZIMMERMANN VS HUDGINS	5, SARA NICOLE		
The items that were Not Filed by the court are below:				
Description	Submission Date/Time	Document Status		
SUMMONS	6/12/2024 10:57:11 AM	NOT FILED		
Reason: Incorr	Reason: Incorrect Case Number			

How to Search for a Not Filed Submission

When a submission is **Not Filed**, the E-Filing System will automatically update the E-Filings Details Page of the applicable submission.

Use the following steps to view any **Not Filed** submissions:

1. On the e-Filing Home page, select the **Search Your Filings** button.



- 2. On the 'Search E-Filings' page, **enter your desired search parameters.** *Tip: to narrow your search results select "Not Filed" from the E-Filing Status dropdown.*
- 3. When you are ready select the 'Search' button to perform the search.

Submission Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
Completion Date From		То	
mm/dd/yyyy		mm/dd/yyyy	
E-Filing Reference Numb	er	E-Filing Status	
Filing Number		Select	~
Case Number (e.g. CJ-20	20-1)	County	
Case Number		All	~

4. When your search results are displayed, **select the 'Select' button next to the Not Filed Submission you want to open**. *Tip: You can click any of the column headers in the search results arid to sort the search results*.

ARCH 💼 CLEAR VAI	UES ries						
E-Filing Reference Number î↓	Case Number ↑↓	Case Description	E-Filing Status ↑↓	County <sup>↑↓</sup>	Submission Date	Completion Date 14	
1631	SC-2016- 804	SAVANNAH HARBOR APARTMENTS VS JENKINS LONNIE	Not Filed	Cleveland	6/21/2024 11:43:00 AM	6/21/2024 2:03:47 PM	SELEC

 The Filings Details page opens, scroll to the "Documents and Request" section, and locate the Not Filed Submission. Select the Details button to view the details for the document or request.

Documents and Requests				
When E-Filing multiple documents, each document m	ust be submitted as a separate file bearing its ow	n separate and distinct document title.		
Document Or Request	Description	Fee		
Generic Document.pdf	MOTION TO VACATE	\$0.00 DETAILS		

*Important Note:* To view the reason a submission was **not filed**, please refer to applicable email that was sent to your email address.

### 7. E-Filing Email Log

The E-Filing portal provides a list of all emails sent to you from the E-Filing system. Use the following instructions to access your E-Filing Email Log.

#### Step-by-Step:

1. On the e-Filing Home page, select the Filings, then select Email Log or click the Email Log quick link.

OKLAHOMA State Courts Network	HOME COL	JRTS DECISIONS	PROGRAMS	NEWS LE	GAL RESEARCH	COURT RE
						Need h
E-FILING			✓ Existing Case Filing	Search F-F	ilings M Email Log	E-Filing
Home Account - Filings	-					4
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- 2. A **list of emails** that were sent to you from the E-Filing system **will display**.
- 3. To view details about the submission, select the Details button.

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Case Number	County	Subject	Sent	Registration Email Address	
CJ-2016-75	Cleveland	Confirmation of SUBMISSION for E-Filing #1634	Friday, June 21, 2024 2:38 PM	testattorney@gmail.com	DETAILS
SC-2016-53	Cleveland	Confirmation of SUBMISSION for E-Filing #1633	Friday, June 21, 2024 2:35 PM	testattorney@gmail.com	DETAILS

# Appendix

### Appendix A: Frequently Asked Questions

To assist you in your E-Filing experience, we have provided a list of E-Filing Frequently Asked Questions (FAQs).

### Appendix B: Contact Us

For additional assistance or questions related to e-Filing, please contact <u>efilingsupport@oscn.net</u>. Operational hours for the e-Filing Support Team are Monday through Friday from 8AM to 5PM. Emails received outside of business hours are worked the next business day in the order in which they were received.

### Appendix C: Document Categories, Document Types and Service Options

Document category	Document type	Service options
Affidavit	Affidavit	
	Affidavit - Public	
	Affidavit of mailing	
	Affidavit of non-mailing	
	Affidavit of non-military service	
	Garnishment affidavit - continuing wage	
	Garnishment affidavit (post judgment)	
Answer / response	Answer	
	Answer & counter claim	
	Answer & counter claim (small claims)	
	Answer & cross claim	
	Counter claim	
	Counter claim (small claims)	Small claims-counter claim or set off -     sheriff
	Objection	
	Objection to will	
	Response	
	Return	
	Review	
Application	Application	
	Application for court to release judgment	
	Application for hearing on assets (post judgment)	
	Application for writ of assistance	Writ of assistance issued - sheriff
	Application to initiate income assignment	
Notice / letter	Letter	
	Notice	
	Notice of hearing	
	Notice of renewal of judgment	
Misc. Filings - all case types	Agreement	
	Amended	
	Appointment	
	Assignment	
	Attachment	
	Brief	
	Certificate	
	Certificate of	

### Appendix

Document category	Document type	Service options
	Certificate of mailing	
	Certified copy of	
	Counter designation	
	Deposition of: <enter name=""></enter>	
	Designation of record jury trial	
	Designation of record non-jury trial	
	Dismissal	
	Dismissal with prejudice	
	Dismissal without prejudice	
	Entry of appearance	
	Entry of appearance & waiver	
	Exhibit list by <name></name>	
	Exhibits <enter number=""></enter>	
	General inventory and appraisement	
	Jury list	
	Memorandum	
	Oath of	
	Power of attorney	
	Proof of publication	
	Proof of service	
	Proposed finding of fact	
	Proposed jury instructions	
	Receipt	
	Release	
	Reply	
	Request	
	Special appearance	
	Statement of case	
	Stipulation	
	Testimony of	
	Waiver	
	Witness list	
Misc. Filings - civil	Bill of appraisers	
	Citation for contempt	Order for citation issued – mail
		<ul> <li>Order for citation issued - pps</li> <li>Order for citation issued - sheriff</li> </ul>
	Claim for exemption & request for hearing	
	Codicil	
	Consent	
	Creditor's claim/bill	

Document category	Document type	Service options
	Death certificate filing	
	Disclaimer	
	Divorce impact educational program	
	completion	
	Execution instruction form	
	Execution issued (post judgment)	<ul> <li>Execution issued - post judgment (sheriff fee)</li> </ul>
	Garnishment order of discharge	
	Interrogatories	
	Joint custody plan	
	Last will and testament	
	Mediation agreement	
	Nomination of appraisers	
	Offer of judgment	
	Pre-trial	
	Release & satisfaction of judgment	
Motion	Motion	
	Motion for deficiency judgment	
	Motion for enforcement	
	Motion for hearing on assets (post judgment)	<ul> <li>Order for hearing on assets issued – mail</li> <li>Order for hearing on assets issued - private process server</li> <li>Order for hearing on assets issued – sheriff</li> <li>Order for hearing on assets issued - restricted mail</li> </ul>
	Motion for new trial	
	Motion for summary disposition of the issues	
	Motion for summary judgment	
	Motion or petition to set aside judgment	
	Motion to confirm sale	
	Motion to modify (divorce/order for	
	Motion to set aside - journal entry	
	Motion to set aside decree (divorce)	
	Motion to set aside default	
	Motion to set aside dismissal (domestic)	
	Motion to transfer from small claims	
	Motion to vacate	
	Motion to vacate (divorce/order for custody/support)	

### Appendix

Document category	Document type	Service options
	Motion/application (post judgment)	
	Motion/application for contempt citation (post judgment)	<ul> <li>Order for citation issued – mail</li> <li>Order for citation issued – PPS</li> <li>Order for citation issued - sheriff</li> </ul>
	Motion/application for OESC to provide employment information	
Order	Journal entry	
	Signed decree of dissolution of marriage	
	Signed emergency custody order	
	Signed order	
Petition	Amended petition	
	Petition	
	Petition for	
	Petition to sell real estate	
	Third party petition	
Report	Annual accounting report	
	Receiver's report	
	Report of commissioners	
	Report on	
Request	Court reporter fee-trial on merits	
	Request for court reporter (small claims)	
	Request for jury trial	
	Request for jury trial (small claims)	
Subpoena	Subpoena	<ul> <li>Subpoena issued – individual</li> <li>Subpoena issued – mail</li> <li>Subpoena issued – mail</li> <li>Subpoena issued - private process server</li> <li>Subpoena issued - sheriff</li> </ul>
	Subpoena return, served	
	Subpoena return, unserved	
Summons	Garnishment summons	<ul> <li>Garnishment summons issued – mail</li> <li>Garnishment summons issued mailed by plaintiff or attorney</li> <li>Garnishment summons issued - private process server</li> <li>Garnishment summons issued – sheriff</li> <li>Garnishment summons - restricted mail</li> </ul>

Document category	Document type	Service options
	Summons	<ul> <li>Foreign service summons issued – mail</li> <li>Summons issued - mailed by attorney</li> <li>Summons issued - private process server</li> <li>Summons issued – sheriff</li> <li>Summons issued - restricted mail</li> </ul>
	Summons return, served	
	Summons return, unserved	
Cover sheet	Cover sheet	