

# E-FILING

Version 2

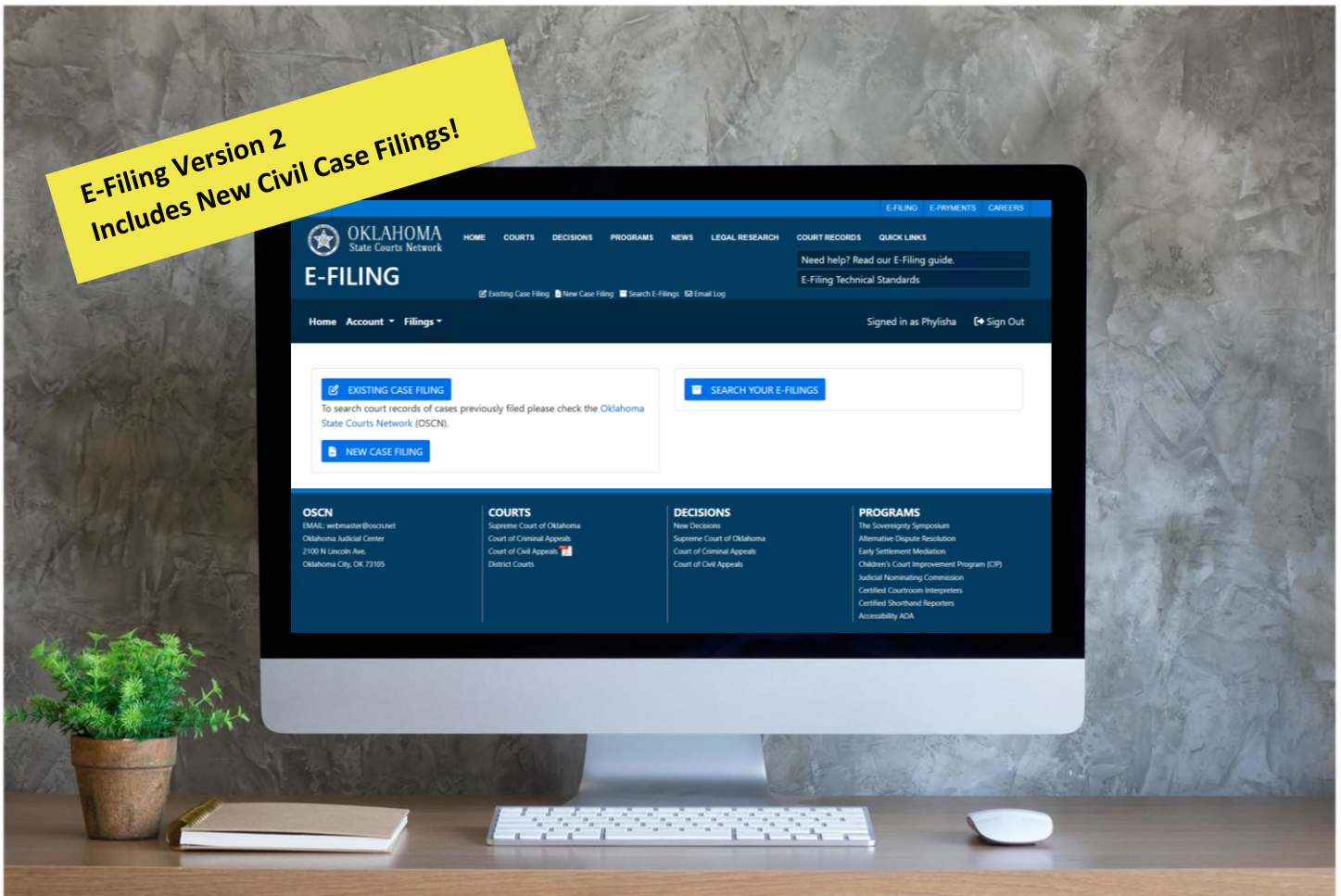
# USER GUIDE



Oklahoma  
State  
Courts  
Network

A guide for E-Filing in Oklahoma District Courts.

Document date: October 14, 2025



The Oklahoma Electronic Filing System allows **Oklahoma attorneys, process servers, and state agency representatives** to efficiently upload and file district court documents and new civil cases and 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

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## 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 new civil cases, filing into existing civil cases, and searching for submitted filings.

For additional assistance or questions related to E-Filing, please contact [efilingsupport@oscn.net](mailto:efilingsupport@oscn.net). 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.

- **Process Servers**

A process server must be licensed by one of the District Courts in the State of Oklahoma. They 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 [E-Filing Technical Standards](#) document located on the [OSCN.net website](#).

- **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 [E-Filing Technical Standards](#) 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. Create a User Account

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Before you can e-file new civil cases and/or 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.

## 1. Registration

### A. Complete Your Registration

*Step-by-Step:*

---

1. Open a browser and **type [www.oscn.net](http://www.oscn.net)**.
2. When the OSCN website opens, **select the E-Filing** icon.



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

### Login

Local Login

**Username**

**Password**

**LOGIN**

[Forgot your password?](#)

[Register as a new user?](#)

4. On the **Registration page**, fill in **all 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.

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

* Required Fields	Description
User Role	<ul style="list-style-type: none"> <li>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.</li> <li>State Agency Representative – when registering as a State Agency Representative, you are required to enter an Agency ID number.</li> <li>Process Server – when registering as a Process Server, you are required to enter your License number.</li> </ul>
Username	<ul style="list-style-type: none"> <li>Your username must be at least 5 characters long and less than 50 characters.</li> </ul>
Password	<ul style="list-style-type: none"> <li>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 style="list-style-type: none"> <li>Upper case characters</li> <li>Lower case characters</li> <li>Numeric (0-9) characters</li> <li>Special (~!@#\$%^&amp;* _ + = ` \   } { [ ] ; : " ' &lt; &gt; , . ? / ) characters</li> </ul> </li> </ul>

* Required Fields	Description
Confirm Password	<ul style="list-style-type: none"> <li>Re-enter your new password for confirmation purposes.</li> </ul>
Security Question	<ul style="list-style-type: none"> <li>A security question adds another layer of security along with your password.</li> </ul>
Security Question Answer	<ul style="list-style-type: none"> <li>Make sure that your security answer is easy to remember. <i>Note: if you forget your password, you will be prompted to enter the answer to your security question before your password can be reset.</i></li> </ul>
Name	<ul style="list-style-type: none"> <li>Last name and First name are required.</li> </ul>
Firm/Business Name	<ul style="list-style-type: none"> <li>Enter firm or business name.</li> </ul>
Registration Email Address	<ul style="list-style-type: none"> <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> </ul> <p><i>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.</i></p>
Address	<ul style="list-style-type: none"> <li>Enter address information.</li> </ul>
Zip Code	<ul style="list-style-type: none"> <li>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.</li> </ul>
Phone Number	<ul style="list-style-type: none"> <li>Enter your preferred contact phone number.</li> </ul>
Terms of Use	<ul style="list-style-type: none"> <li>You must open the E-Filing Terms of Use by selecting the hyperlink, to accept the agreement scroll to the bottom, then select Accept.</li> </ul>
Other Acknowledgments	<ul style="list-style-type: none"> <li>To complete your registration, you must select the "Authorization Acceptance Acknowledgement" and the "Acknowledgement of Service" checkboxes.</li> </ul>

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

**REGISTER**

- The "Registration Information Received" screen will open indicating that your registration has been received.
- 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*

**eFiling Account Registration Approved**

HD helpdesk@oscn.net  
To Smotherman, Phylisha

**Oklahoma Unified Court Management System**  
**OUCMS e-Filing**

Dear Phylisha Smotherman:

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at [eFilingSupport@oscn.net](mailto:eFilingSupport@oscn.net).

Information provided at the time of registration for electronic filing with the Oklahoma Unified Case Management System (OUCMS) eFiling Portal is verified and your account is active.

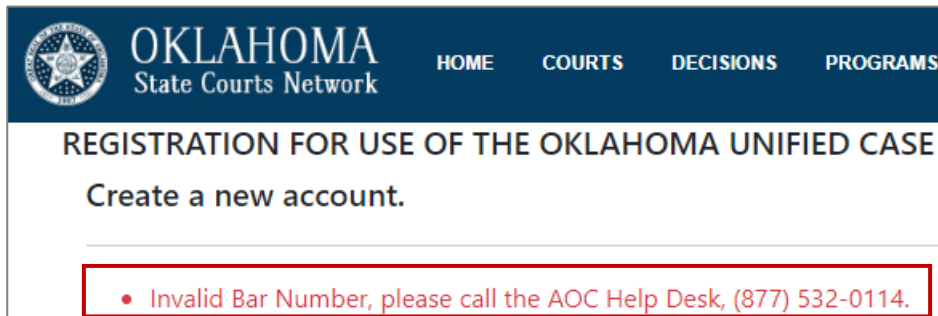
Account details you have provided are as follows:

NAME:	Phylisha Smotherman
USER NAME:	Phylisha
ROLE:	State Agency Representative
REGISTRATION EMAIL ADDRESS:	<a href="mailto:phylisha.smotherman@oscn.net">phylisha.smotherman@oscn.net</a>
ADDITIONAL EMAIL ADDRESS:	NONE
PHONE:	(405) 555-1234

## 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 [efilingssupport@oscn.net](mailto:efilingssupport@oscn.net) 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).*



## 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.

## 2. 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

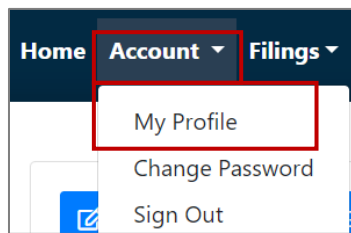
Your email address used with your Oklahoma Electronic Filing System account is not linked to, shared with, or related to the contact information you supplied to the Oklahoma Bar Association. The Administrative Office of the Courts is a separate entity; therefore, attorneys wanting to make changes regarding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

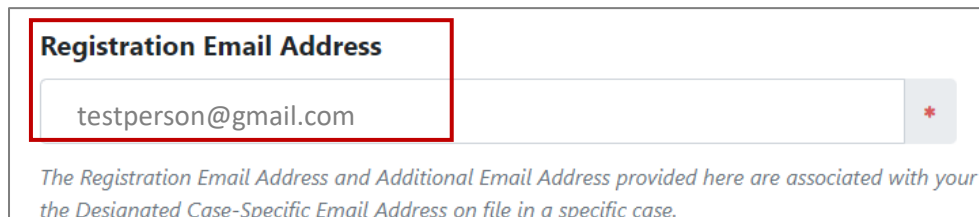
#### *Step-by-Step:*

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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**.

A screenshot of the 'Registration Email Address' form. The input field contains 'testperson@gmail.com' and is highlighted with a red box. Below the input field, there is a red asterisk icon. A blue 'UPDATE' button is visible at the bottom of the form. Below the form, there is a note: 'The Registration Email Address and Additional Email Address provided here are associated with your e... the Designated Case-Specific Email Address on file in a specific case.'

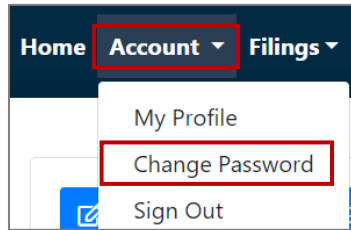
3. When you are finished, select the **Update button**.



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**.

 A screenshot of the 'Change password' form. The form has a title 'Change password' at the top. Below the title are four input fields, each with a red asterisk indicating it is required: 'Current Password', 'New Password', 'Confirm New Password', and 'Security Question Answer'. The 'Security Question' is 'Who was your childhood best friend?'. At the bottom of the form is a blue 'CHANGE' button. Red boxes and numbers (2 and 3) highlight the required fields and the button respectively.
 

**Change password**

**Current Password** \*

**New 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:

- Upper case characters
- Lower case characters
- Numeric (0-9) characters
- Special (~!@#\$\$%^&\* \_+ = '\|{}[];'"<>.,/?) characters

**Confirm New Password** \*

**Security Question**  
Who was your childhood best friend?

**Security Question Answer** \*

**CHANGE** 3

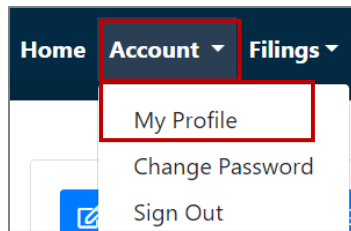
4. You will receive an email notification indicating a change has been made to your user account. **Note:** *If you do not receive an email, check your spam/junk mail, and confirm with your office IT staff that messages from "helpdesk@oscn.net" are allowed to pass through your network firewall. Also, 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.

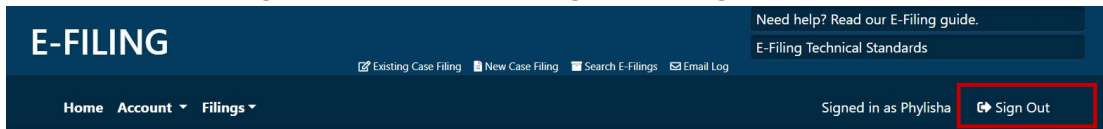


3. You will receive an email notification indicating a change has been made to your user account.

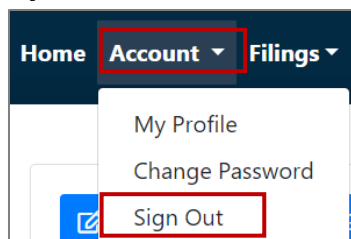
### D. Signing Out

There are two ways to sign out of your account.

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



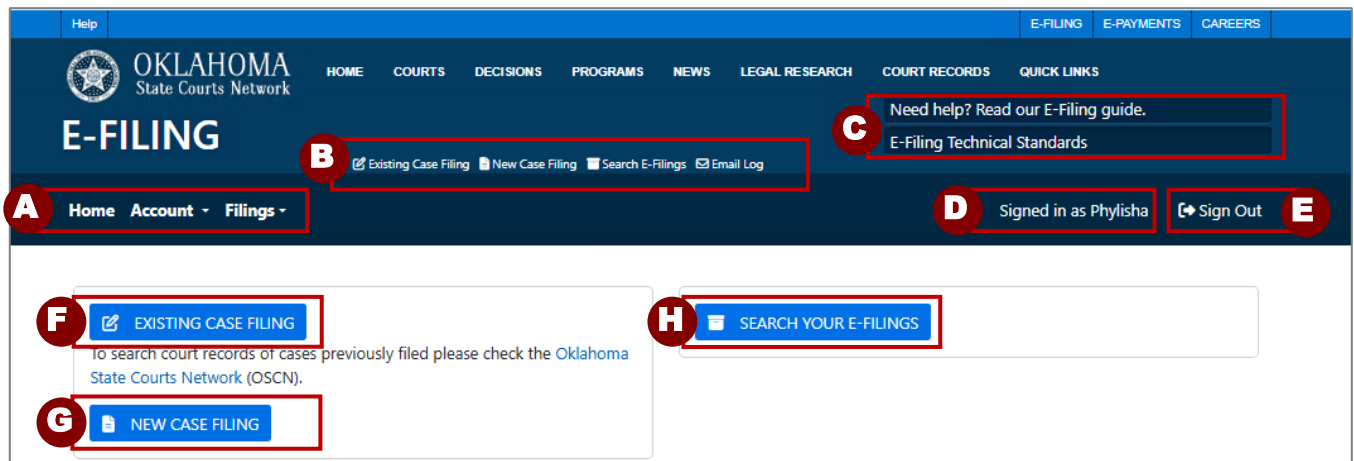
- **Option 2:** Select **Account** from the E-Filing Menu, then **select Sign Out**.



## II. 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 confirmation email.
    - **Change Password:** change your log in password; you will receive a 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 open the Existing Case Filing screen.
    - **New Case Filing:** another way to open the New Case screen
    - **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. New Case Filing:** when selected it opens the New Case Filing page.
- H. 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. Eligible Case Types

### New Cases

Currently Oklahoma registered attorneys and state agency representatives may file new civil cases using the following case types. **Note:** Currently new Small Claims cases cannot be e-filed.

Case Type	Case Type Description
CJ	CIVIL CASE 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 PROCEEDINGS
FP	PATERNITY PROCEEDINGS
FR	RECIPROCAL CHILD SUPPORT CASES
PB	PROBATE PROCEEDINGS
PMI	PROBATE MISCELLANEOUS PROCEEDINGS
PT	TRUST PROCEEDINGS
SD	SURFACE DAMAGE
TL	TAX LIENS
WIL	FILING OF WILLS

### Existing Cases

Currently Oklahoma registered attorneys, process servers, and state agency representatives may submit documents into the following case types of existing cases:

Case Type	Case Type Description
CJ	CIVIL CASE 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 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

### 3. 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.

### 4. 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.

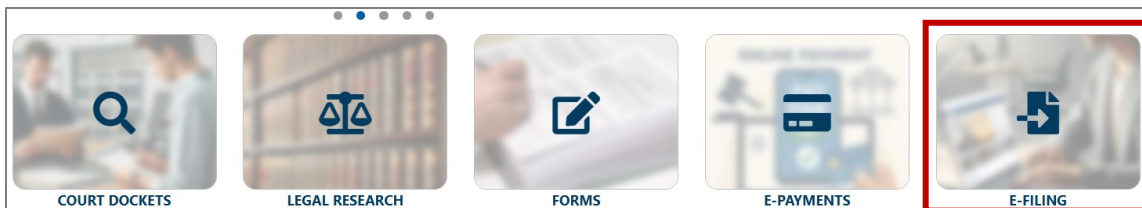
**Note:** For a full list of technical requirements and standards, please refer to the [E-Filing Technical Standards](#) document located on the [OSCN.net website](#).

## 5. Signing 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 [www.oscn.net](http://www.oscn.net).**
2. When the OSCN website opens, **select the E-Filing icon.**



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.

### Login

Local Login

**Username**

 **3**

**Password**

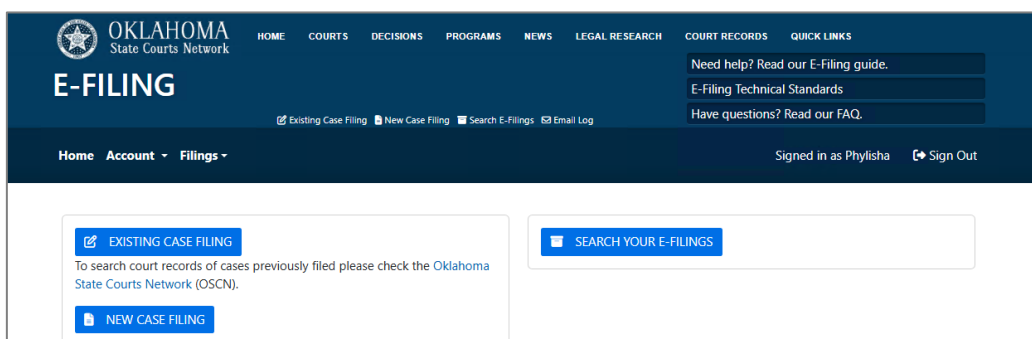
 **4**

**LOGIN** **5**

[Forgot your password?](#)

[Register as a new user?](#)

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



## III. E-File a New Civil Case

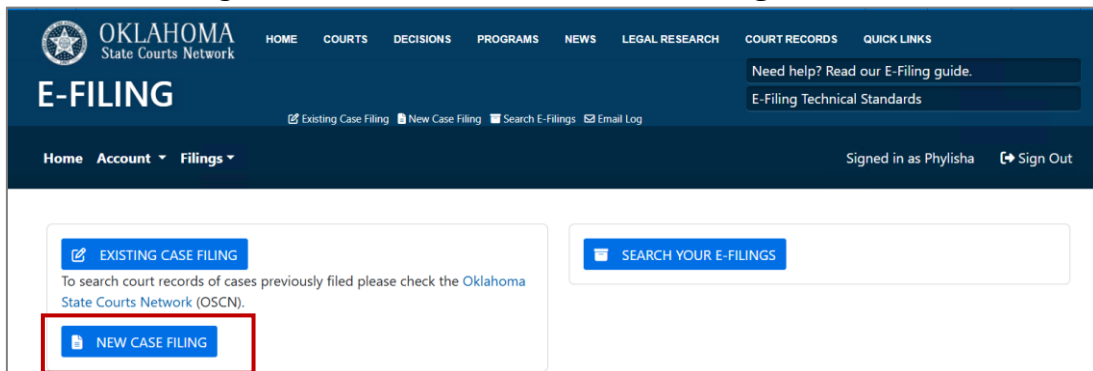
This part of the User Guide addresses how to submit a new civil case filing, a case that has not yet been assigned a case number by a district court.

**Note:** E-Filing screens are dynamic data entry screens. This means fields or options can appear, disappear, or change based on previous selections or data entered. **All required fields are indicated by a Red \*Asterisk.**

### 1. Enter New Case Information

#### Step-by-Step

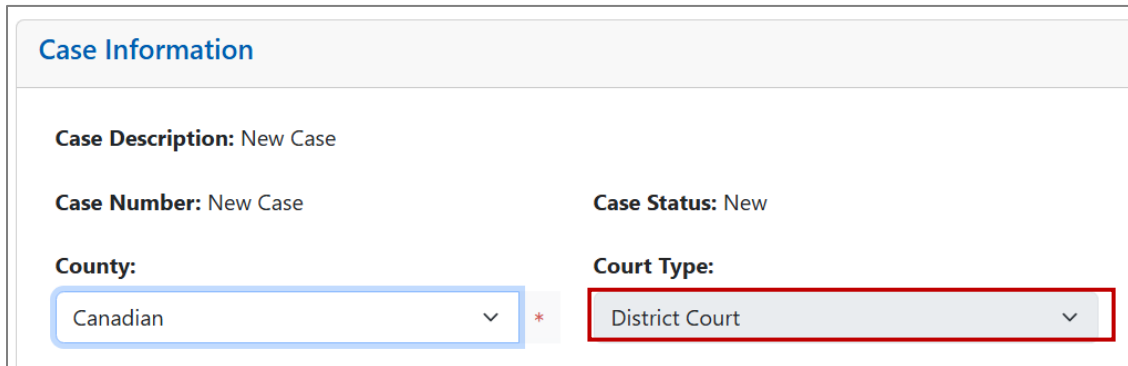
1. From the E-Filing home screen, **select New Case Filings.**



2. The **Filing Details screen opens** with the E-Filing Status of "Pending Submission."
3. **Select the applicable County** from the dropdown menu.

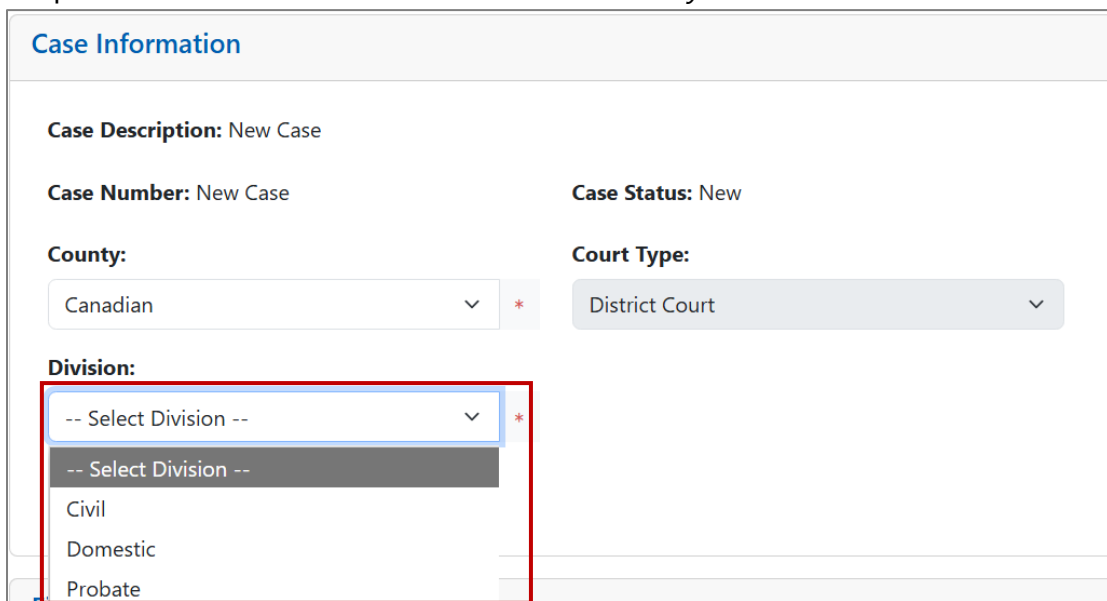
FILING DETAILS	
<u>Submission Information</u>	
<b>E-Filing Reference Number:</b>	<b>Submission Date:</b>
<b>E-Filing Status:</b> Pending Submission	<b>Completion Date:</b>
<u>Case Information</u>	
<b>Case Description:</b> New Case	
<b>Case Number:</b> New Case	<b>Case Status:</b> New
<b>County:</b>	
<input type="text" value="-- Select County --"/>	

4. **The Court Type is automatically entered.** You cannot change the court type.



The screenshot shows a 'Case Information' form. The 'Case Description' is 'New Case', 'Case Number' is 'New Case', and 'Case Status' is 'New'. The 'County' dropdown is set to 'Canadian' and the 'Court Type' dropdown is set to 'District Court'. Both dropdowns are highlighted with red boxes, and the 'Court Type' dropdown is also highlighted with a blue box. A red asterisk is visible next to the 'Court Type' dropdown.

5. Under **Division**, select the applicable court division (e.g. Civil, Domestic etc.) from the dropdown menu. **Note:** *Small Claims is currently not available.*



The screenshot shows the 'Case Information' form with the 'Division' dropdown menu open. The dropdown menu is highlighted with a red box and contains the following options: '-- Select Division --', '-- Select Division --', 'Civil', 'Domestic', and 'Probate'. A red asterisk is visible next to the dropdown menu.

- 6. The Case Type field will automatically appear, **select the applicable Case Type from the dropdown menu.** *Note: Small Claims is currently not available.*

The screenshot shows a 'Case Information' form with the following fields: Case Description (New Case), Case Number (New Case), Case Status (New), County (Cleveland), Court Type (District Court), and Division (Civil). A 'Case Type' dropdown menu is open, showing options: '-- Select Case Type --', '-- Select Case Type --', 'CJ - CIVIL CASES IN WHICH THE RELIEF SOUGHT EXCEEDS \$10,000', 'CS - CIVIL CASES IN WHICH THE RELIEF SOUGHT DOES NOT EXCEED \$10,000', and 'CV - MISCELLANEOUS CIVIL CASES'. A red box highlights the Case Type dropdown menu. A blue 'SAVE' button is visible at the bottom left.

- 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.**

The screenshot shows the 'Case Information' form with the following fields: Case Description (New Case), Case Number (New Case), Case Status (New), County (Canadian), Court Type (District Court), and Division (Civil). The 'Case Type' dropdown is now set to 'CJ - CIVIL CASES IN WHICH THE RELIEF SOUGHT EXCEEDS \$10,000'. A 'Filing Code' dropdown menu is open, showing the option 'AUTONEG - AUTO NEGLIGENCE'. A 'Fee' field displays '\$229.64'. A blue 'SAVE' button is visible at the bottom left. Red boxes and numbers highlight the Filing Code dropdown (7), the Fee field (8), and the SAVE button (9).

10. After saving, the Case Parties and Documents and Requests sections appear, and the Fees and Payments section displays the fee amount. *Note: other fees may be included when documents or requests are added to the filing.*

### Case Parties

[ADD PARTY](#)

At least one Plaintiff or Petitioner is required.

Role	First Name	Last Name/Organization Name
No Case Parties		

### Documents and Requests

[ADD DOCUMENT](#) [ADD REQUEST](#)

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
No Documents or Requests		

### Fees and Payments

**Total Fee: \$229.64**

## 2. Adding Parties & Linking Attorneys

There is no limit to the number of parties that can be added to any one case filing but **a minimum of one Plaintiff/Petitioner and one Defendant/Respondent is required**. On the Add Party screen, you will need to add all parties involved in the case, not just the parties you represent. For each party, identify:

- Party type \* (required)
- Represented by (check this option if you are the attorney representing the party)
- Party Name or Organization Name \* (required)
- Party Prefix (if applicable)
- Party Suffix (if applicable)
- Address (if applicable)
- Phone Number (if applicable)
- Additional Identification (if applicable)

### Step-by-Step

1. After saving the Case Information, the **Case Parties** section will expand, and **the filing attorney will be automatically added as Party**.

The screenshot shows the 'Case Parties' section of a web application. At the top left is the title 'Case Parties'. Below it is a blue button labeled 'ADD PARTY'. A message reads 'At least one Plaintiff or Petitioner is required.' Below this is a table with three columns: 'Role', 'First Name', and 'Last Name/Organization Name'. The first row contains the text 'ATTORNEY', 'Jason', and 'Fortner'. A red rectangular box highlights this row. To the right of the table is a blue button labeled 'DETAILS'.

Role	First Name	Last Name/Organization Name
ATTORNEY	Jason	Fortner

2. To add parties involved in the case select the Add Party button.

This screenshot is identical to the one above, showing the 'Case Parties' section with the 'ADD PARTY' button, the required message, the table with one row (ATTORNEY, Jason, Fortner), and the 'DETAILS' button.

Role	First Name	Last Name/Organization Name
ATTORNEY	Jason	Fortner

3. From the Party Type dropdown menu **select the Party Type**.

The screenshot shows the 'Add Party' form with a 'Party Information' section. The 'Party Type' dropdown menu is highlighted with a red box and contains the text '---SELECT PARTY TYPE---'. To the right, the 'Represented Party' checkbox is unchecked.

4. **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 automatically be added to the case and linked to the applicable party.

The screenshot shows the 'Add Party' form with 'PLAINTIFF' selected in the 'Party Type' dropdown menu. The 'Represented Party' checkbox is now checked and is highlighted with a red box.

5. **Enter the party’s name or the organization’s name.**

The screenshot shows the 'Add Party' form with the 'Name' section highlighted by a red box. This section includes a 'Use My Profile' link, a table of input fields for 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix', and an 'Organization Name' input field below.

Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Or  
Organization Name

6. 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.

**Add Party**

**Party Information**

**Party Type**  
PLAINTIFF

**Represented Party**

**Name**

[Use My Profile](#)

**Prefix** **First Name** **Middle Name** **Last Name** **Suffix**

Chevy   Test

Or

**Organization Name**

**SAVE PARTY INFORMATION** **CANCEL**

7. The **Address, Phone, and Identification sections to appear**. If applicable enter the following for the party:
- Address – to save the information select “Add Address.”
  - Phone/Fax Numbers – to save the information select “Add Address.”
  - Additional Identifiers – to save the information select “Add Address.”

**Address** **6a**

**ADD ADDRESS**

Address Type	Address Line 1	Address Line 2	City	State	Zip Code
No Addresses					

Showing 0 to 0 of 0 entries

**Phone/Fax Numbers** **6b**

**ADD PHONE**

Phone/Fax Type	Number	Extension	Primary
No Phone Numbers			

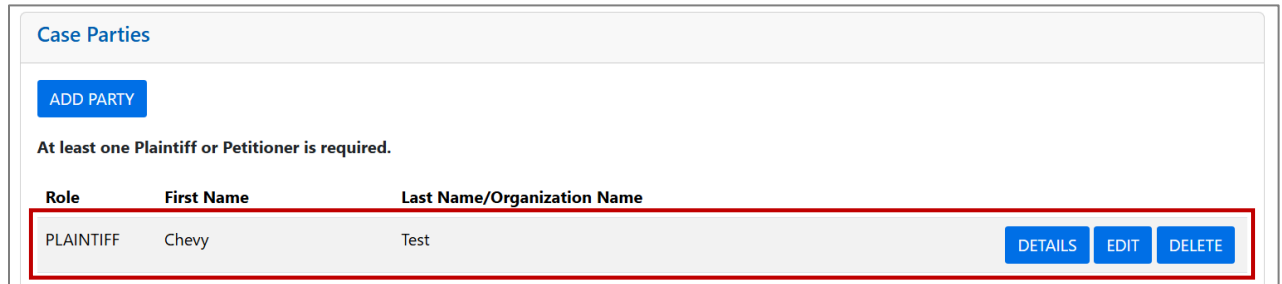
Showing 0 to 0 of 0 entries

**Additional Identification** **6c**

<b>Gender</b> ---SELECT GENDER---	<b>Social Security Number</b> <input type="text"/>	<b>Date of Birth</b> mm/dd/yyyy
<b>Race</b> ---SELECT RACE---	<b>Eye Color</b> ---SELECT EYE COLOR---	<b>Hair Color</b> ---SELECT HAIR COLOR---
<b>Height</b> (e.g. 5'10") <input type="text"/>	<b>Weight</b> (e.g. 160) <input type="text"/>	
<b>Driver's License Number</b> <input type="text"/>	<b>Driver's License State</b> -- SELECT STATE --	

**SAVE IDENTIFIERS** **CANCEL**

- After entering all the applicable information, **click the "X" to close the screen.**
- 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.



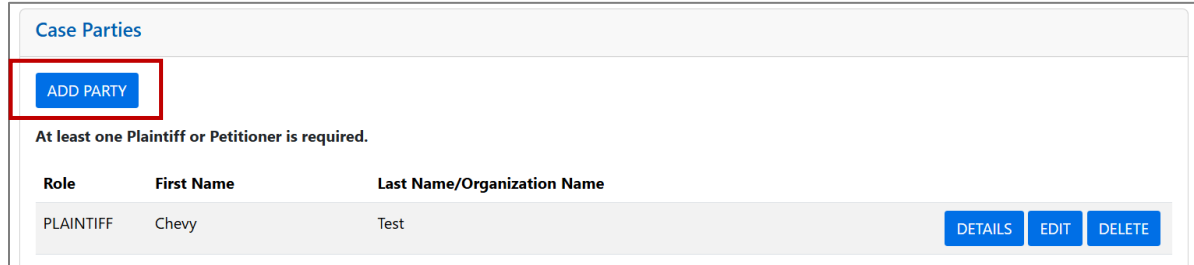
Case Parties

[ADD PARTY](#)

At least one Plaintiff or Petitioner is required.

Role	First Name	Last Name/Organization Name	
PLAINTIFF	Chevy	Test	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>

- To add additional parties**, click the **Add Party button** and repeat the process.



Case Parties

[ADD PARTY](#)

At least one Plaintiff or Petitioner is required.

Role	First Name	Last Name/Organization Name	
PLAINTIFF	Chevy	Test	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>

### 3. Adding Filing Documents

Each document that you plan to submit must meet the following system requirements:

- 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-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.
- Although a filing may contain multiple documents, they must all be associated to the same case.
- Submit each document as a separate file.

#### *Step-by-Step:*

1. On the 'Filing Details" page, scroll down to the **"Documents and Requests" section**.
2. The Documents and Requests section enables 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.

Documents and Requests

ADD DOCUMENT ADD REQUEST

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
No Documents or Requests		

3. In this example, the **Add Document** button is selected.

Documents and Requests

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

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

4. The **"Add Documents Or Request" screen opens**. This screen is dynamic, which means applicable fields will appear after you enter information.

5. **Select a Category from the dropdown menu.**

Add Document Or Request 4

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 -- 5

6. 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 --

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

The screenshot shows a form titled 'Document'. It has two dropdown menus: 'Select Category' and 'Select Document', both with 'SUMMONS' selected. Below these is a text input field labeled 'Description (can be edited)' with 'SUMMONS' entered. A red rectangular box highlights this description field.

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

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

**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.

The screenshot shows a window titled 'Add Document Or Request'. At the top, there are three tip boxes:
 

- 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.

 Below the tips is the 'Document' section, which includes two dropdown menus for 'Select Category' and 'Select Document', both set to 'SUMMONS'. Underneath is a 'Description (can be edited)' field containing 'SUMMONS'. At the bottom, there is an 'Upload Document' section with a 'Choose File' button (highlighted by a red box) and a 'Fee' of \$10.

9. **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	
<b>Select Category</b>	<b>Select Document</b>
SUMMONS	SUMMONS
<b>Description (can be edited)</b>	
SUMMONS	
<b>Upload Document *</b>	<b>Fee</b>
Choose File   Test Docum...for EFiled.pdf	\$10

Service	
<b>Service Type</b>	<b>Fee</b>
SUMMONS ISSUED - MAILED BY A*	\$0

10. **If needed** enter **Comments** for the clerk.

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

Document	
<b>Select Category</b>	<b>Select Document</b>
SUMMONS	SUMMONS
<b>Description (can be edited)</b>	
SUMMONS	
<b>Upload Document *</b>	<b>Fee</b>
Choose File   No file chosen	\$10

Service	
<b>Service Type</b>	<b>Fee</b>
SUMMONS ISSUED - MAILED BY ATTORNEY	\$0
	<b>Total Fee</b>
Include comments to the clerk here	\$10

300 character limit

11 **ADD** CANCEL

12. 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:
- Details:** selecting this button allows you to see all details about the document.
  - Edit:** selecting this button allows you to make changes to the document category, type, description, service type, and/or choose a different file/document.
  - 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.

**Documents and Requests**

[ADD DOCUMENT](#) [ADD REQUEST](#)

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	
1 CJ Summons.pdf	SUMMONS	\$10.00	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>

**Fees and Payments**

Total Fee: \$239.64

13. If the document you added has a fee, the **Total Fee section will be updated** to include any additional fees.

**Documents and Requests**

[ADD DOCUMENT](#) [ADD REQUEST](#)

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	
1 CJ Summons.pdf	SUMMONS	\$10.00	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>

**Fees and Payments**

Total Fee: \$239.64

14. If you need to attach more Documents and/or Requests, repeat the Adding Document Filings process.

15. After you finish adding your filings, **review the following sections for accuracy:**
- Case Information** – verify case information are correct, if needed select the Update button to make changes. **Note: the case number is a temporary number and is not the official case number.**
  - Case Parties** – verify party information is correct, if needed select Edit to make changes.
  - Documents and Requests** - verify documents are correct, if needed select Edit to make changes
  - Fees and Payments** - verify the total fee is correct (this includes the filing fee + filing documents fees. **Note:** If you are a State Agency Representative you will see an onscreen message indicating filing costs are waived.

**Case Information**

Case Description: Civil - N2250

Case Number: N2250      Case Status: New

**15a**

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

[UPDATE](#)

Your changes have been saved

**Case Parties**

At least one Plaintiff or Petitioner is required.

**15b**

Role	First Name	Last Name/Organization Name	
PLAINTIFF	Chevy	Tes	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>
DEFENDANT	Ford	Test	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>

**Documents and Requests**

[ADD DOCUMENT](#)   [ADD REQUEST](#)

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

**15c**

Document Or Request	Description	Fee	
1 CJ Summons.pdf	SUMMONS	\$10.00	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>
1 CJ Entry of Appearance.pdf	ENTRY OF APPEARANCE	\$0.00	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>
Petition.pdf	PETITION	\$0.00	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>

**Fees and Payments**

**15d**

Total Fee: \$239.64

[SUBMIT](#)

16. When you are ready **select the “Submit” button.**

## 4. Paying Filing Fees

**Important Note:** 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. If you are a State Agency Representative, filing fees are waived and the credit card payment window does not open.

*Step-by-Step:*



1. **After submitting your filing, the credit card payment window will open.** *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.*
2. On the **Payment window**, enter the required credit card information shown below.
3. Select the **"Make a Payment"** button to complete the payment and submit your e-Filing to the applicable district court for acceptance.

Order Information

Total Amount (\$):  
\$10.00

---

Card Information

  
 Card Number:\*  
  
 Expiry Date:\*  
   
 CVV: 

Customer Information

First Name:\*

Last Name:\*

Address One:\*

Address Two:

City:

Country:

State or Province:

Postal Code:\*

3 Make Payment


**2** Note: The E-Filing system does not store credit or debit card information; however, your internet browser may provide the option to save the information

## 5. Submission Confirmation

After submitting a new civil case filing you will receive an E-Filing **submission confirmation email with a temporary case number** (see example below), **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.

Also, 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 your payment as a pending charge. **Note:** *If you are a State Agency Representative, filing fees are waived.*

*Example of E-Filing Confirmation Email:*



Dear Test Attorney:

This email verifies that your E-Filing was successfully submitted to the District Court for Canadian County, State of Oklahoma and is pending further action by the Court Clerk. The E-File Reference Number for this submission is #2271 and the items received by the Court are listed below. You will receive a separate email confirmation when your submission has been reviewed and processed by the Court Clerk.

E-Filing Status: **SUBMITTED** ← **E-Filing Status**

Date/Time of Submission: 10/13/2025 10:16:31 AM

Submitting Username: Test

County: Canadian

Reference Number: **N2271** ← **E-Filing Status** (the case number and description will be set when the filing is completed)

Case Description: **Civil - N2271** ← **E-Filing Status**

Filing Fee: \$229.64

Documents:

Description	Fee	Submission Date/Time	E-Filing Status
SUMMONS	\$10.00	10/13/2025 10:16:31 AM	SUBMITTED
COVER SHEET	\$0.00	10/13/2025 10:16:31 AM	SUBMITTED
PETITION	\$0.00	10/13/2025 10:16:31 AM	SUBMITTED
ENTRY OF APPEARANCE	\$0.00	10/13/2025 10:16:31 AM	SUBMITTED

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.

This is a non-monitored email. Do not reply directly to this email address. If you have any questions about this filing, please contact the Court Clerk for the District Court for Canadian County, State of Oklahoma.

Thank You,

E-Filing Support Team

This is a **Reference Number and Case Description**. This is **NOT** the official case number and description, but it can be used to track your e-Filing. **If the Court Clerk accepts your submission, you will receive another email with the official case number and case description.**

## IV. E-File into an Existing Civil Case

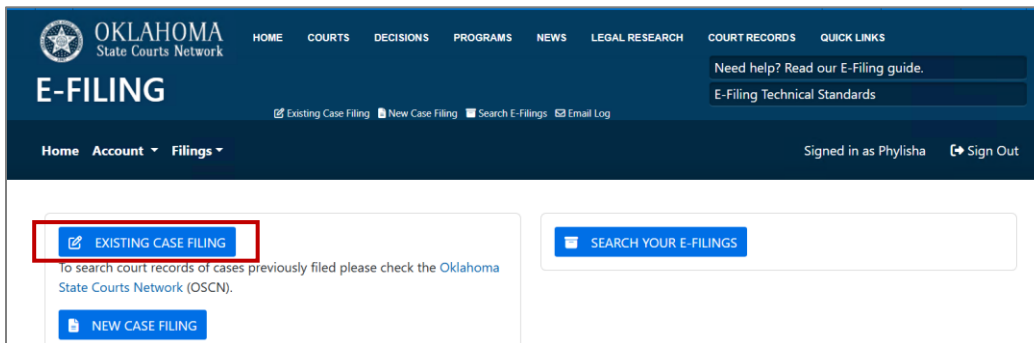
This part of the User Guide addresses how to submit a filing into an existing civil case, a case that already has a case number assigned by a district court. A filing may contain multiple documents; however, all documents and/or requests must be associated to the **same** case.

**Note:** E-Filing screens are dynamic data entry screens. This means fields or options can appear, disappear, or change based on previous selections or data entered. **All required fields are indicated by a Red \*Asterisk.**

### 1. Search for an Existing Case

*Step-by-Step:*

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



- 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*).

- Select the **Search** button.

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

SEARCH CLEAR VALUES

Show 10 entries

Case Number	Filing Date	Case Description	
CJ-2020-3	01/02/2020	DONNA L ROLLAND VS MICHAEL GENE SHETLEY, ET AL	<span style="background-color: #007bff; color: white; padding: 5px 10px;">SELECT</span>

Showing 1 to 1 of 1 entries Previous 1 Next

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 DETAILS**

**Submission Information**

**E-Filing Reference Number:** 1635 **Submission Date:** : 2251

**E-Filing Status:** Pending Submission **Completion Date:**

**Case Information**

**Case Description:** KONDAUR CAPITAL CORPORATION v. Newby, Helen R., ET AL

**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
FORECLOSURE	FORE	01/02/2020

**Case Parties**

Role	First Name	Last Name/Organization Name	
Defendant	Clayton	Newby	<span style="background-color: #007bff; color: white; padding: 2px 5px;">DETAILS</span>

## 2. Adding Filing Documents

Each document that you plan to submit must meet the following system requirements:

- 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-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.
- Although a filing may contain multiple documents, they must all be associated to the same case.
- Submit each document as a separate file.

### Step-by-Step:

1. 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.

Documents and Requests

ADD DOCUMENT ADD REQUEST

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
No Documents or Requests		

2. In this example, the Add Document button is selected.

Documents and Requests

ADD DOCUMENT
ADD REQUEST

**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

3. The **“Add Documents Or Request” screen opens**. This screen is dynamic, which means applicable fields will appear after you enter information.
4. **Select a Category from the dropdown menu.**

Add Document Or Request
3
×

**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
\*

5. 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

SUMMONS
v
\*

Select Document

-- Select Document --
v
\*

- 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: SUMMONS \*      Select Document: 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 x

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.

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**Document**

Select Category: SUMMONS \*      Select Document: SUMMONS \*

**Description (can be edited)**

SUMMONS \*

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

**Service**

Service Type	Fee
-- Select Service Type -- *	\$0
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                     Include comments to the clerk here                 </div> <p style="font-size: 8px; margin-top: 5px;">300 character limit</p>	<b>Total Fee</b>
	\$10

7. **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.

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.

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**Document**

<b>Select Category</b>	<b>Select Document</b>
SUMMONS <span style="float: right;">▼ *</span>	SUMMONS <span style="float: right;">▼ *</span>
<b>Description (can be edited)</b>	
SUMMONS <span style="float: right;">*</span>	
<b>Upload Document *</b>	<b>Fee</b>
<span style="border: 1px solid #ccc; padding: 2px 5px;">Choose File</span>   No file chosen	\$10

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

8. **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	
<b>Select Category</b>	<b>Select Document</b>
SUMMONS	SUMMONS
<b>Description (can be edited)</b>	
SUMMONS	
<b>Upload Document *</b>	<b>Fee</b>
Choose File Test Docum...for EFiled.pdf	\$10
Service	
<b>Service Type</b>	<b>Fee</b>
SUMMONS ISSUED - MAILED BY A	\$0

9. **If needed** enter **Comments** for the clerk.
10. When you are ready select the **Add button**.

Document	
<b>Select Category</b>	<b>Select Document</b>
SUMMONS	SUMMONS
<b>Description (can be edited)</b>	
SUMMONS	
<b>Upload Document *</b>	<b>Fee</b>
Choose File No file chosen	\$10
Service	
<b>Service Type</b>	<b>Fee</b>
SUMMONS ISSUED - MAILED BY ATTORNEY	\$0
<div style="border: 1px solid red; padding: 5px;">           Include comments to the clerk here         </div>	<b>Total Fee</b>
	\$10
300 character limit	
<div style="border: 1px solid red; padding: 2px;"> <b>10</b> ADD CANCEL         </div>	

11. 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:
- Details:** selecting this button allows you to see all details about the document.
  - Edit:** selecting this button allows you to make changes to the document category, type, description, service type, and/or choose a different file/document.
  - 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.

Documents and Requests

ADD DOCUMENT ADD REQUEST

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
Test Document for E-filing.pdf	SUMMONS	\$10.00

DETAILS EDIT DELETE

Fees and Payments

Total Fee: \$10.00

12. If you need to attach more Documents and/or Requests, repeat the steps you just completed.
13. Once you have added your filings, **review the documents or 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.*

Documents and Requests

ADD DOCUMENT ADD REQUEST

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
Test Document for E-filing.pdf	SUMMONS	\$10.00

DETAILS EDIT DELETE

Fees and Payments

Total Fee: \$10.00

SUBMIT

14. When you are ready **select the "Submit" button to open the payment screen.**

### 3. Paying Filing Fees

**Important Note:** 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. If you are a State Agency Representative, filing fees are waived and the credit card payment window does not open.

#### Step-by-Step:


1. **After submitting your filing, the credit card payment window will open.** *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.*
2. On the **Payment window**, enter the required credit card information shown below.
3. Select the **"Make a Payment"** button to complete the payment and submit the e-Filing submission.

Order Information

Total Amount (\$):  
\$10.00

---

Card Information



Card Number:\*

Expiry Date:\*

CVV: (?)

Customer Information

First Name:\*

Last Name:\*

Address One:\*

Address Two:

City:

Country:

State or Province:

Postal Code:\*

**3**


**Note:** The E-Filing system does not store credit or debit card information; however, your internet browser may provide the option to save the information

## 4. Submission Confirmation

After filing documents into an existing case, you will receive an E-Filing submission confirmation email (see example below). 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.*

**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.

*Example of E-Filing Confirmation Email:*



Oklahoma Unified Court Management System

# OUCMS e-Filing

Dear Test Attorney:

This email verifies that your E-Filing was successfully submitted to the District Court for Cleveland County, State of Oklahoma and is pending further action by the Court Clerk. The E-File Reference Number for this submission is #2251 and the items received by the Court are listed below. You will receive a separate email confirmation when your submission has been reviewed and processed by the Court Clerk.

E-Filing Status: SUBMITTED

Date/Time of Submission: 10/8/2025 12:46:19 PM

Submitting Username: Test Attorney

County: Cleveland

Case Number: CJ-2020-3

Case Description: JOHN DOE VS JANE SMITH, ET AL

Documents:

Description	Fee	Submission Date/Time	E-Filing Status
SUMMONS	\$10.00	10/8/2025 12:46:19 PM	SUBMITTED

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.

This is a non-monitored email. Do not reply directly to this email address. If you have any questions about this filing, please contact the Court Clerk for the District Court for Cleveland County, State of Oklahoma.

Thank You,

E-Filing Support Team

## V. Submission Verification

As mentioned in previous sections, after you submit your e-Filing, you will receive a confirmation email (see examples below). 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.

### Example of Submission Confirmation Emails

#### New Case Filing

Oklahoma Unified Court Management System  
**OUCMS e-Filing**

Dear Test Attorney:

This email verifies that your E-Filing was successfully submitted to the District Court for Canadian County, State of Oklahoma and is pending further action by the Court Clerk. The E-File Reference Number for this submission is #2271 and the items received by the Court are listed below. You will receive a separate email confirmation when your submission has been reviewed and processed by the Court Clerk.

E-Filing Status: **SUBMITTED**

Date/Time of Submission: 10/13/2025 10:16:31 AM

Submitting Username: Test

County: Canadian

Reference Number: N2271 (the case number and style will be set when the filing is completed)

Case Description: Civil - N2271

Filing Fee: \$229.64

Documents:

Description	Fee	Submission Date/Time	E-Filing Status
SUMMONS	\$10.00	10/13/2025 10:16:31 AM	SUBMITTED
COVER SHEET	\$0.00	10/13/2025 10:16:31 AM	SUBMITTED

#### Existing Case Filing

Oklahoma Unified Court Management System  
**OUCMS e-Filing**

Dear Test Attorney:

This email verifies that your E-Filing was successfully submitted to the District Court for Cleveland County, State of Oklahoma and is pending further action by the Court Clerk. The E-File Reference Number for this submission is #2251 and the items received by the Court are listed below. You will receive a separate email confirmation when your submission has been reviewed and processed by the Court Clerk.

E-Filing Status: **SUBMITTED**

Date/Time of Submission: 10/8/2025 12:46:19 PM

Submitting Username: Test Attorney

County: Cleveland

Case Number: CJ-2020-3

Case Description: JOHN DOE VS JANE SMITH, ET AL

Documents:

Description	Fee	Submission Date/Time	E-Filing Status
SUMMONS	\$10.00	10/8/2025 12:46:19 PM	SUBMITTED

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.

**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: 2251

Submission Date: 10/8/2025 7:46:19 AM

E-Filing Status: Submitted

Completion Date:

**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.

## VI. 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.

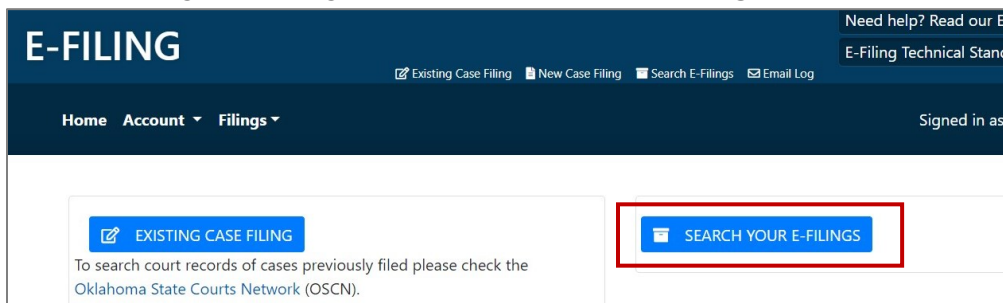
- **Pending Submission:** The e-Filing was created but has not been successfully submitted yet.
- **Submitted:** The e-Filing was created and successfully submitted but has not been reviewed by the court yet. **Important Note:** If you are currently required to provide printed copies of pleadings, motions, 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.
- **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**.

 A screenshot of the 'SEARCH E-FILINGS' page. The page contains a search form with several fields: 'Submission Date From' and 'To', 'Completion Date From' and 'To', 'E-Filing Reference Number' (with a 'Filing Number' input), 'E-Filing Status' (a dropdown menu), 'Case Number' (with an example '(e.g. CJ-2020-1)' and a 'Case Number' input), and 'County' (a dropdown menu). At the bottom of the form, there is a 'SEARCH' button and a 'CLEAR VALUES' button. A red rectangular box highlights the entire search form area. A red circle with the number '2' is placed to the right of the form, and another red circle with the number '3' is placed to the left of the 'SEARCH' button.

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 grid to sort the search results.*

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.

**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

#### *Email Submission Confirmation*

When a submission is successfully submitted, you will receive an email indicating the submission was received but has not been reviewed by the court.

**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.

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.

#### **Example of Submitted Confirmation Email for a New Case Filing:**

Oklahoma Unified Court Management System  
**OUCMS e-Filing**

Dear Test Attorney:

This email verifies that your E-Filing was successfully submitted to the District Court for Canadian County, State of Oklahoma and is pending further action by the Court Clerk. The E-File Reference Number for this submission is #2271 and the items received by the Court are listed below. You will receive a separate email confirmation when your submission has been reviewed and processed by the Court Clerk.

E-Filing Status: **SUBMITTED**

Date/Time of Submission: 10/13/2025 10:16:31 AM

Submitting Username: Test

County: Canadian

Reference Number: N2271

Case Description: Civil - N2271

Filing Fee: \$229.64

Documents:

Description	Fee	Submission Date/Time	E-Filing Status
SUMMONS	\$10.00	10/13/2025 10:16:31 AM	SUBMITTED
COVER SHEET	\$0.00	10/13/2025 10:16:31 AM	SUBMITTED
PETITION	\$0.00	10/13/2025 10:16:31 AM	SUBMITTED
ENTRY OF APPEARANCE	\$0.00	10/13/2025 10:16:31 AM	SUBMITTED


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.

This is a non-monitored email. Do not reply directly to this email address. If you have any questions about this filing, please contact the Court Clerk for the District Court for Canadian County, State of Oklahoma.

Thank You,  
E-Filing Support Team

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

**Example of Submitted Confirmation Email for an Existing Case Filing:**



Oklahoma Unified Court Management System

## OUCMS e-Filing

Dear Test Attorney:

This email verifies that your E-Filing was successfully submitted to the District Court for Cleveland County, State of Oklahoma and is pending further action by the Court Clerk. The E-File Reference Number for this submission is #2251 and the items received by the Court are listed below. You will receive a separate email confirmation when your submission has been reviewed and processed by the Court Clerk.

**E-Filing Status: SUBMITTED**

Date/Time of Submission: 10/8/2025 12:46:19 PM

Submitting Username: Test Attorney

County: Cleveland

Case Number: CJ-2020-3

Case Description: JOHN DOE VS JANE SMITH, ET AL

Documents:

Description	Fee	Submission Date/Time	E-Filing Status
SUMMONS	\$10.00	10/8/2025 12:46:19 PM	SUBMITTED

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.

This is a non-monitored email. Do not reply directly to this email address. If you have any questions about this filing, please contact the Court Clerk for the District Court for Cleveland County, State of Oklahoma.

Thank You,

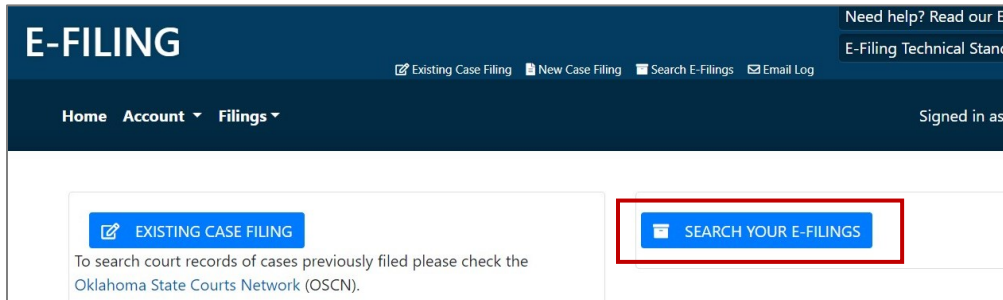
E-Filing Support Team

### How to Search for a Submitted Submission:

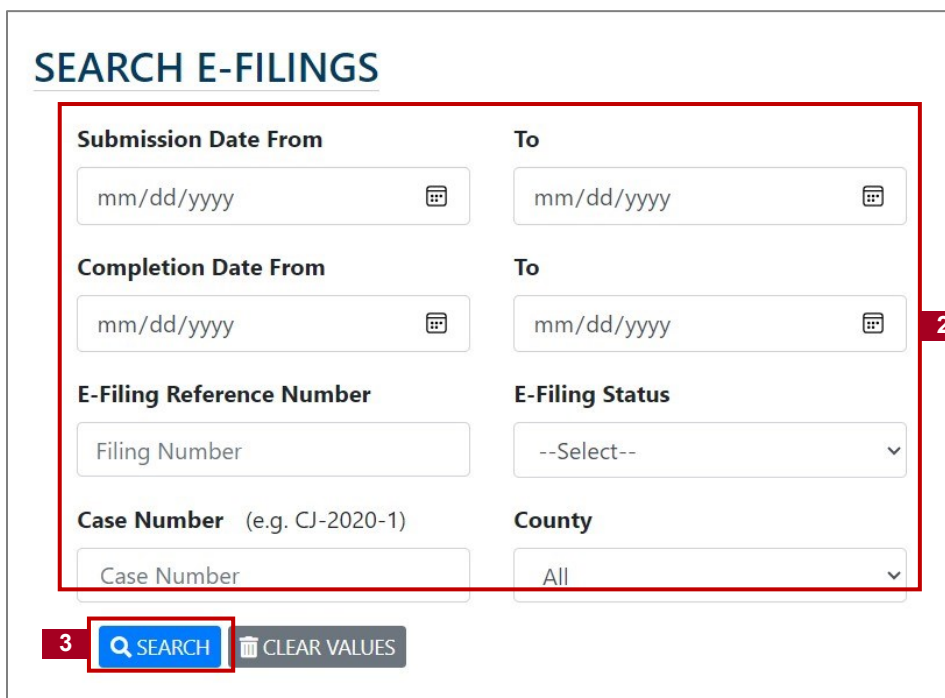
When a filing is submitted, the E-Filing System will automatically update the E-Filings Details Page of the applicable submission.

Use the following steps to view your **Submitted** 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 "Submitted" from the E-Filing Status dropdown.*
3. When you are ready **select the 'Search' button to perform the search**.



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

- 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.

Documents and Requests			
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	
Generic Document.pdf	MOTION TO VACATE	\$76.64	<b>DETAILS</b>


## 4. Filed Submissions


### Acceptance Email for a Filed Submission

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.

**Example of a Filed Submission for a New Case** (note: this will include the official case number recorded by the applicable district court)



← Receipt Attachment
  


Dear Test Attorney:

This email verifies your New Case Submission #2250 was ACCEPTED by the District Court for Canadian County, State of Oklahoma.

E-Filing Status: FILED

Completed Date/Time: 10/8/2025 1:58:39 PM

County: Canadian

Case Number: CJ-2025-8

← Official Case Number

Case Name: Chevy Test v. Ford Test

Filing Fee: \$229.64

The items that were Accepted by the court are listed below:

Description	Fee	Submission Date/Time	Document Status
ENTRY OF APPEARANCE	\$0.00	10/8/2025 6:48:40 AM	FILED
SUMMONS	\$10.00	10/8/2025 6:48:40 AM	FILED
PETITION	\$0.00	10/8/2025 6:48:40 AM	FILED


Since these items were Accepted by the Court Clerk, any credit/debit card payment for applicable filing fees was finalized and a payment receipt is attached to this email.

This is a non-monitored email. Do not reply directly to this email. If you have any questions about this submission, please contact the District Court for Canadian County, State of Oklahoma.

Thank You,

E-Filing Support Team

**Example of a Filed Submission into an Existing Case**



Oklahoma Unified Court Management System

## OUCMS e-Filing

Dear Test Attorney:

This email verifies your Submission #2253 was ACCEPTED by the District Court for Canadian County, State of Oklahoma.

**E-Filing Status: FILED**

Completed Date/Time: 10/8/2025 2:16:34 PM

County: Canadian

Case Number: CJ-2017-7

Case Name: FREEDOM MORTGAGE CORPORATION v. JANE DOE

The items that were Accepted by the court are listed below:

Description	Fee	Submission Date/Time	Document Status
ENTRY OF APPEARANCE	\$0.00	10/8/2025 9:15:54 AM	FILED

This is a non-monitored email. Do not reply directly to this email. If you have any questions about this submission, please contact the District Court for Canadian County, State of Oklahoma.

Thank You,

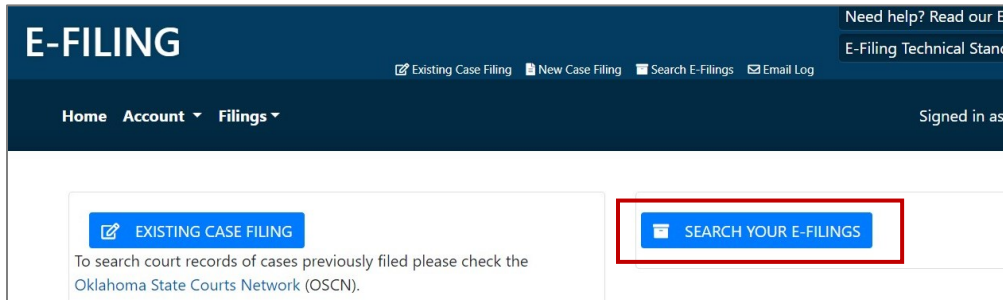
E-Filing Support Team

## How to Search for Filed Submission

When a submission is 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**.

The screenshot shows the 'SEARCH E-FILINGS' page. The search parameters are as follows:

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

At the bottom of the form, there are two buttons: 'SEARCH' and 'CLEAR VALUES'. The 'SEARCH' button is highlighted with a red box and a red number '3' next to it. The 'E-Filing Status' dropdown menu is highlighted with a red number '2' next to it.

- 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.*

SEARCH CLEAR VALUES

Show 10 entries

E-Filing Reference Number	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	<b>SELECT</b>
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	<b>SELECT</b>
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	<b>SELECT</b>
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	<b>SELECT</b>

Showing 1 to 4 of 4 entries

Previous 1 Next

- 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.
- Select the Details button to view the details** for the **filed** document or request.

Documents and Requests

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	
<b>6</b> 1 Small Claims FED Summons - Forcible Entry and Detainer.pdf	SUMMONS	\$60.00	<b>DETAILS</b> <b>7</b>

## 5. Partially Filed Submissions


### *Email Notification for a Partial Filing*

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 Attachment



Dear Test Attorney

This email verifies that items in your Submission #12 were both ACCEPTED and NOT FILED by the District Court for Cleveland County, State of Oklahoma.

**E-Filing Status: PARTIALLY FILED**

Completed Date/Time: 6/12/2024 10:32:50 PM

County: Cleveland

Case Number: CJ-2024-11

Case Name: Test, Bank v. Test, Ben t

The Items that were Accepted by the Court Clerk are listed below:

Description	Fee	Submission Date/Time	Document Status
SUMMONS	\$60.00	6/12/2024 10:29:14 PM	FILED

Since these items were Accepted by the Court Clerk, any credit/debit card payment for applicable filing fees was finalized and a payment receipt is attached to this email.

-----

The Items that were Not Filed by the Court Clerk are listed below:

-----

The Items that were Not Filed by the Court Clerk are listed below:

Description	Submission Date/Time	Document Status
MOTION TO VACATE Reason: Incorrect Case Style	6/12/2024 10:29:14 PM	NOT FILED

Please make required changes to these items and re-submit.

Since these items were Not Filed by the Court Clerk, any applicable filing fees were deducted from the total cost of the submission and were not charged to your credit/debit card.

Please contact your banking institution if you have questions regarding charges to your debit/credit card.

This is a non-monitored email. Do not reply directly to this email. If you have any questions about this submission, please contact the District Court for Cleveland County, State of Oklahoma.

Thank You,

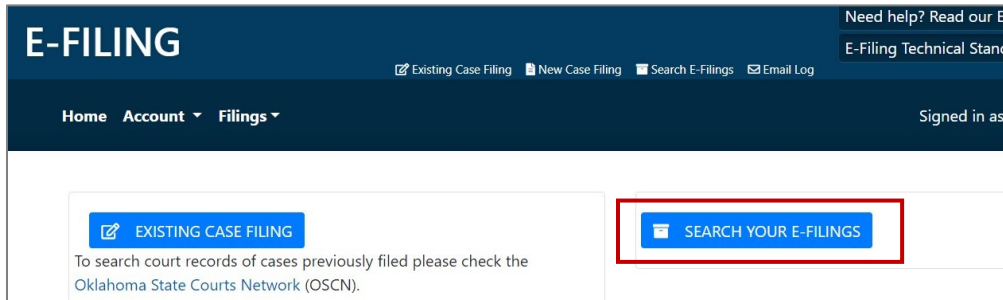
E-Filing Support Team

## 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**.

The screenshot shows the 'SEARCH E-FILINGS' page. The search parameters are as follows:

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

At the bottom of the form, there are two buttons: 'SEARCH' and 'CLEAR VALUES'. The 'SEARCH' button is highlighted with a red box and a red number '3' next to it. The 'E-Filing Status' dropdown menu is highlighted with a red number '2' next to it.

- 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.*

SEARCH CLEAR VALUES

Show 10 entries

E-Filing Reference Number	Case Number	Case Description	E-Filing Status	County	Submission Date	Completion Date	
1630	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	<b>SELECT</b>

Showing 1 to 1 of 1 entries

Previous 1 Next

- 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 document must be submitted as a separate file bearing its own separate and distinct document title.

Document Or Request	Description	Fee	
1 CJ Deft Entry of Appearance.pdf	ENTRY OF APPEARANCE	\$0.00	<b>DETAILS</b>
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

### *Email Notification for a Not Filed Submission*

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 the District Court for Cleveland County, State of Oklahoma has been Not Filed.

E-Filing Status: **NOT FILED**

Completed Date/Time: 6/14/2024 4:02:34 PM

County: Cleveland

Case Number: CJ-2017-50

Case Name: BRIANN MARIE ZIMMERMANN VS HUDGINS, SARA NICOLE

The items that were Not Filed by the court are below:

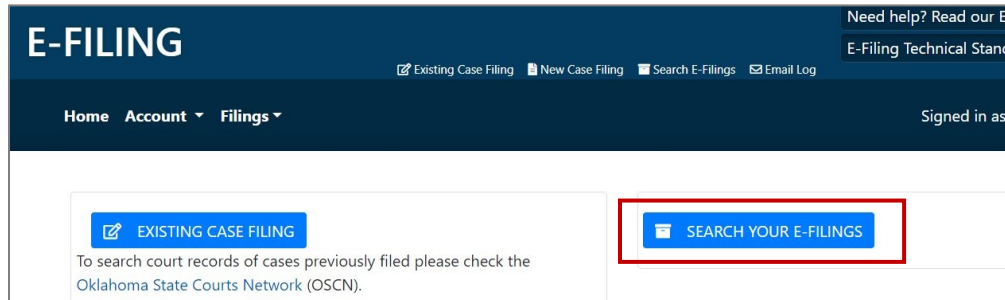
Description	Submission Date/Time	Document Status
SUMMONS	6/12/2024 10:57:11 AM	NOT FILED
Reason: Incorrect Case Number		

## 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**.

The screenshot shows the 'SEARCH E-FILINGS' page. The search parameters are as follows:

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

At the bottom of the form, there is a 'SEARCH' button highlighted with a red box and a 'CLEAR VALUES' button. A red box with the number '3' is next to the 'SEARCH' button. A red box with the number '2' is next to the 'E-Filing Status' dropdown menu.

- 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 grid to sort the search results.*

SEARCH CLEAR VALUES

Show 10 entries

E-Filing Reference Number	Case Number	Case Description	E-Filing Status	County	Submission Date	Completion Date	
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	<b>SELECT</b>

Showing 1 to 1 of 1 entries

Previous 1 Next

- 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 must be submitted as a separate file bearing its own separate and distinct document title.

Document Or Request	Description	Fee	
<a href="#">Generic Document.pdf</a>	MOTION TO VACATE	\$0.00	<b>DETAILS</b>

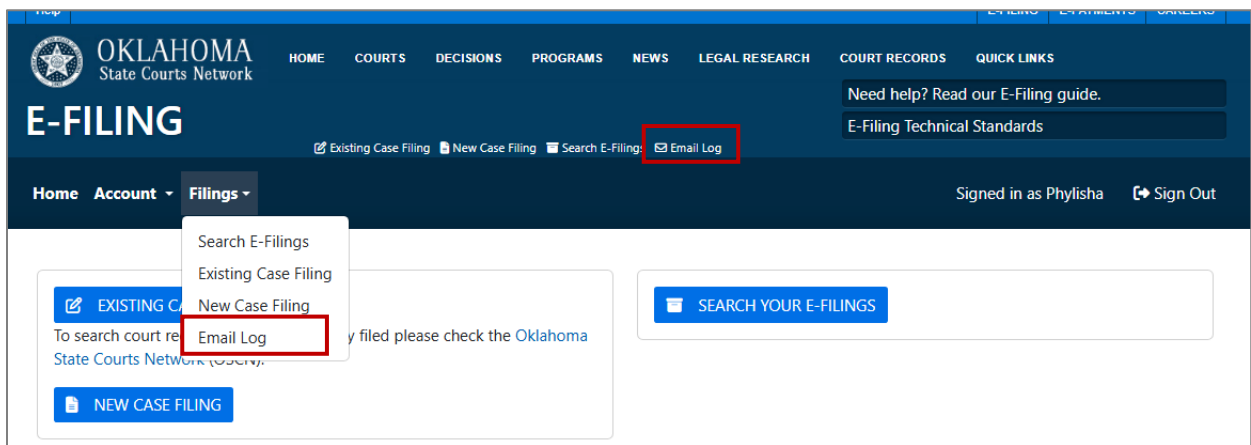
**Important Note:** To view the reason a submission was **not filed**, please refer to applicable email that was sent to your email address.

## 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.



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**.

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	<b>DETAILS</b>
SC-2016-53	Cleveland	Confirmation of SUBMISSION for E-Filing #1633	Friday, June 21, 2024 2:35 PM	testattorney@gmail.com	DETAILS

# Appendix

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## 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 [efilingsupport@oscn.net](mailto:efilingsupport@oscn.net). 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
<b>Affidavit</b>	Affidavit	
	Affidavit - Public	
	Affidavit of mailing	
	Affidavit of non-mailing	
	Affidavit of non-military service	
	Garnishment affidavit - continuing wage	
	Garnishment affidavit (post judgment)	
<b>Answer / response</b>	Answer	
	Answer & counter claim	
	Answer & counter claim (small claims)	
	Answer & cross claim	
	Counter claim	
	Counter claim (small claims)	<ul style="list-style-type: none"> <li>Small claims-counter claim or set off - sheriff</li> </ul>
	Objection	
	Objection to will	
	Response	
	Return	
	Review	
<b>Application</b>	Application	
	Application for court to release judgment	
	Application for hearing on assets (post judgment)	
	Application for writ of assistance	<ul style="list-style-type: none"> <li>Writ of assistance issued - sheriff</li> </ul>
	Application to initiate income assignment	
<b>Notice / letter</b>	Letter	
	Notice	
	Notice of hearing	
	Notice of renewal of judgment	
<b>Misc. Filings - all case types</b>	Agreement	
	Amended	
	Appointment	
	Assignment	
	Attachment	
	Brief	
	Certificate	
	Certificate of	

Document category	Document type	Service options
	Certificate of mailing	
	Certified copy of	
	Counter designation	
	Deposition of: <..enter name..>	
	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..>	
	Exhibits <..enter number..>	
	General inventory and appraisalment	
	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	
<b>Misc. Filings - civil</b>	Bill of appraisers	
	Citation for contempt	<ul style="list-style-type: none"> <li>• Order for citation issued – mail</li> <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 style="list-style-type: none"> <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	
<b>Motion</b>	Motion	
	Motion for deficiency judgment	
	Motion for enforcement	
	Motion for hearing on assets (post judgment)	<ul style="list-style-type: none"> <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 custody/support)	
	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)	

Document category	Document type	Service options
	Motion/application (post judgment)	
	Motion/application for contempt citation (post judgment)	<ul style="list-style-type: none"> <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	
<b>Order</b>	Journal entry	
	Signed decree of dissolution of marriage	
	Signed emergency custody order	
	Signed order	
<b>Petition</b>	Amended petition	
	Petition	
	Petition for	
	Petition to sell real estate	
	Third party petition	
<b>Report</b>	Annual accounting report	
	Receiver's report	
	Report of commissioners	
	Report on	
<b>Request</b>	Court reporter fee-trial on merits	
	Request for court reporter (small claims)	
	Request for jury trial	
	Request for jury trial (small claims)	
<b>Subpoena</b>	Subpoena	<ul style="list-style-type: none"> <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	
<b>Summons</b>	Garnishment summons	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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	
<b>Cover sheet</b>	Cover sheet	