

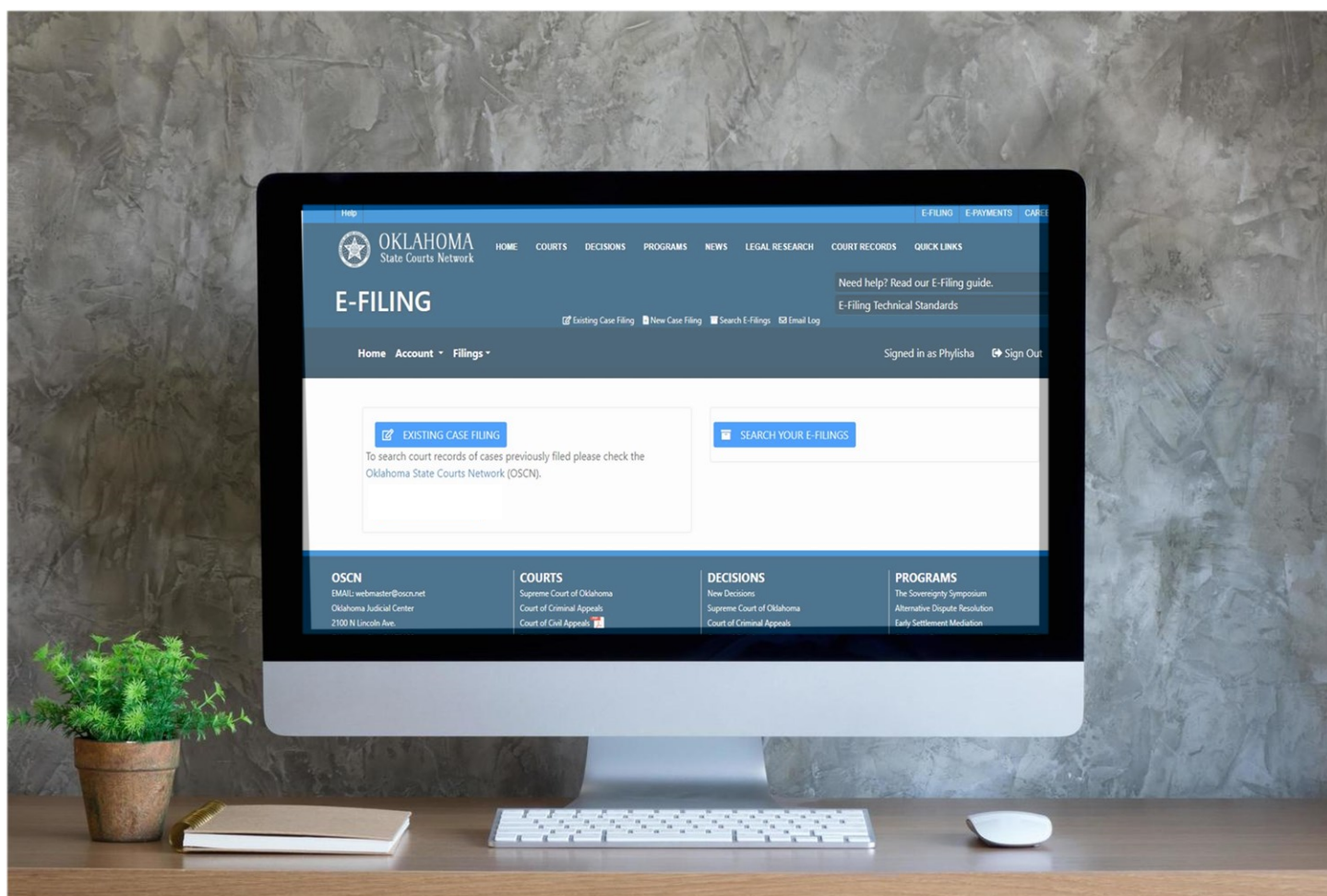
E-FILING USER GUIDE



Oklahoma
State
Courts
Network

A guide for E-Filing in Oklahoma District Courts.

Document date: January 31, 2025



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

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Introduction

About this Document

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

For additional assistance or questions related to E-Filing, please contact 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-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.
- No password protection or other security devices may be associated with a document.

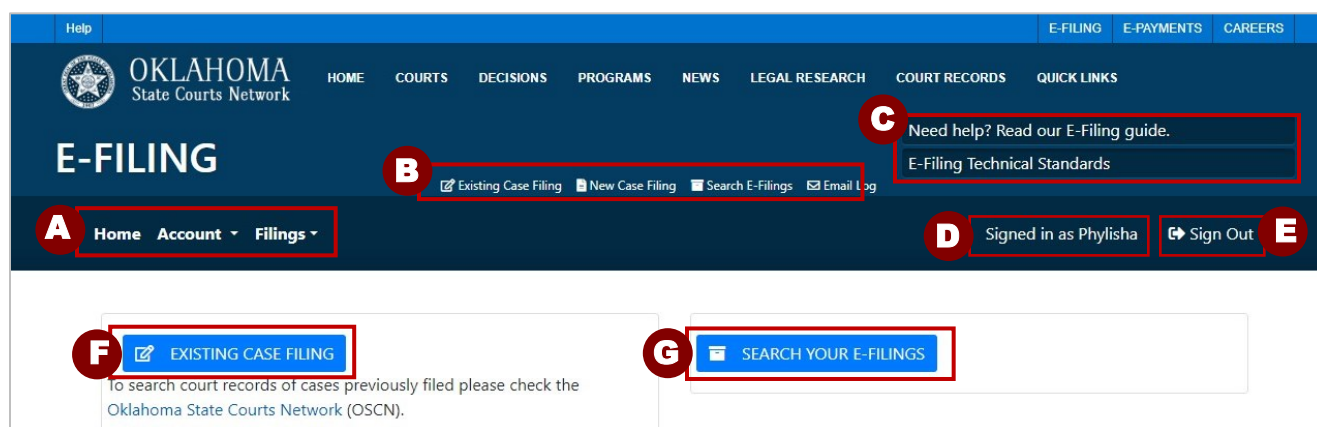
- **Electronic Payment of Fees**

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

I. Getting Started

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

1. Overview of the E-Filing Home Screen



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

- **Home:** will take you from any e-Filing page to the e-Filing Home page.
- **Account:** selecting Account will provide a dropdown list with the following selections:
 - **My Profile:** update your E-Filing registered profile information; you will receive a profile change confirmation email.
 - **Change Password:** change your log in password; you will receive a password change confirmation email.
 - **Sign Out:** log out of the E-Filing application; you will be taken back to the E-Filing Login page.
- **Filings:** selecting Filings will provide a dropdown list with the following selections:
 - **Search E-Filings:** another way to get to the Search E-Filings page.
 - **Existing Case Filing:** another way to start an Existing Case Filing.
 - **Email Log:** takes you to your email Log, which contains all email communications that have been sent to you by the E-Filing system. To open an email, select the 'Details' button next to the email you want to view.

B. Quick Links: quick links provide the same options that are available in the Filings dropdown menu.

C. Help section: provides links to the user guides and help documents.

D. User information: displays the Username of the person who is currently signed into the E-Filing application

E. Sign Out button: when selected, logs you out of the application and takes you to the E-Filing Login page.

F. Existing Case Filing button: when selected it opens the Existing Case Filing page.

G. Search your E-Filings button: when selected it opens the Search E-Filings page, this page allows you to search for filings by different criteria.

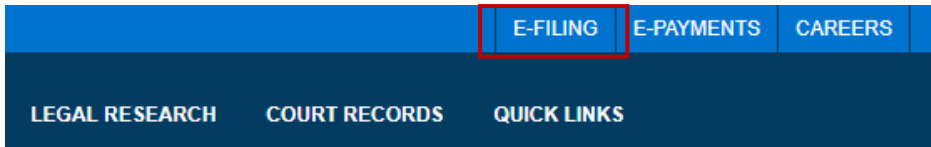
2. Registration

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

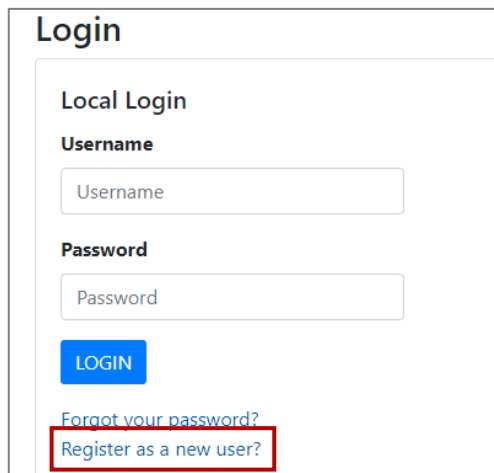
A. Complete Your Registration

Step-by-Step:

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



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

A screenshot of the OSCN E-Filing login screen. The screen has a white background with a light blue border. At the top, the word 'Login' is written in bold. Below it, the text 'Local Login' is displayed. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'LOGIN' button. At the bottom of the form, there are two links: 'Forgot your password?' and 'Register as a new user?'. The 'Register as a new user?' link is highlighted with a red rectangular box.

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.

OKLAHOMA
State Courts Network

HOME COURTS DECISIONS PROGRAMS NEWS LEGAL RESEARCH COURT RECORDS QUICK LINKS

REGISTRATION FOR USE OF THE OKLAHOMA UNIFIED CASE MANAGEMENT SYSTEM ("OUCMS") E-FILING WEB PORTAL

Create a new account.

Currently Pro Se filings are not supported but may be supported in the future.

Currently only Oklahoma attorneys can register for E-Filing.

User Role

-- User Role -- *

Username

Username *

Password

Confirm Password *

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

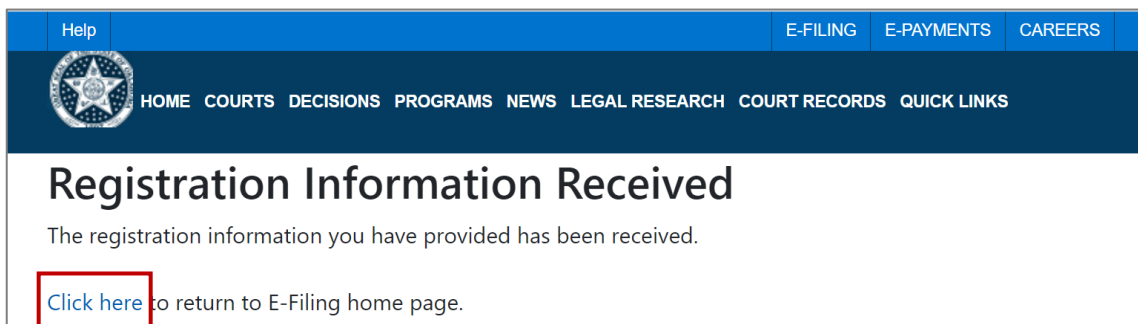
* Required Fields	Description
User Role	<ul style="list-style-type: none"> Private Attorney - when registering as an attorney, enter a valid state bar license number. Attorney's information is confirmed with data in the OCIS case management system that is provided by the Oklahoma State Bar Association. State Agency Representative – when registering as a State Agency Representative, you are required to enter an Agency ID number. Process Server – when registering as a Process Server, you are required to enter your License number.
Username	<ul style="list-style-type: none"> Your username must be at least 5 characters long and less than 50 characters.
Password	<ul style="list-style-type: none"> 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"> Upper case characters Lower case characters Numeric (0-9) characters Special (~!@#\$%^&* _+=` \{}[];:"'<>.,?/) characters

* Required Fields	Description
Confirm Password	<ul style="list-style-type: none"> Re-enter your new password for confirmation purposes.
Security Question	<ul style="list-style-type: none"> A security question adds another layer of security along with your password.
Security Question Answer	<ul style="list-style-type: none"> 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>
Name	<ul style="list-style-type: none"> Last name and First name are required.
Firm/Business Name	<ul style="list-style-type: none"> Enter firm or business name.
Registration Email Address	<ul style="list-style-type: none"> 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. <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>
Address	<ul style="list-style-type: none"> Enter address information.
Zip Code	<ul style="list-style-type: none"> Enter your zip code and the City and State will auto-populate. However, if the city that is auto-populated is not correct, you may enter the correct one.
Phone Number	<ul style="list-style-type: none"> Enter your preferred contact phone number.
Terms of Use	<ul style="list-style-type: none"> You must open the E-Filing Terms of Use by selecting the hyperlink, to accept the agreement scroll to the bottom, then select Accept.
Other Acknowledgments	<ul style="list-style-type: none"> To complete your registration, you must select the "Authorization Acceptance Acknowledgement" and the "Acknowledgement of Service" checkboxes.

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

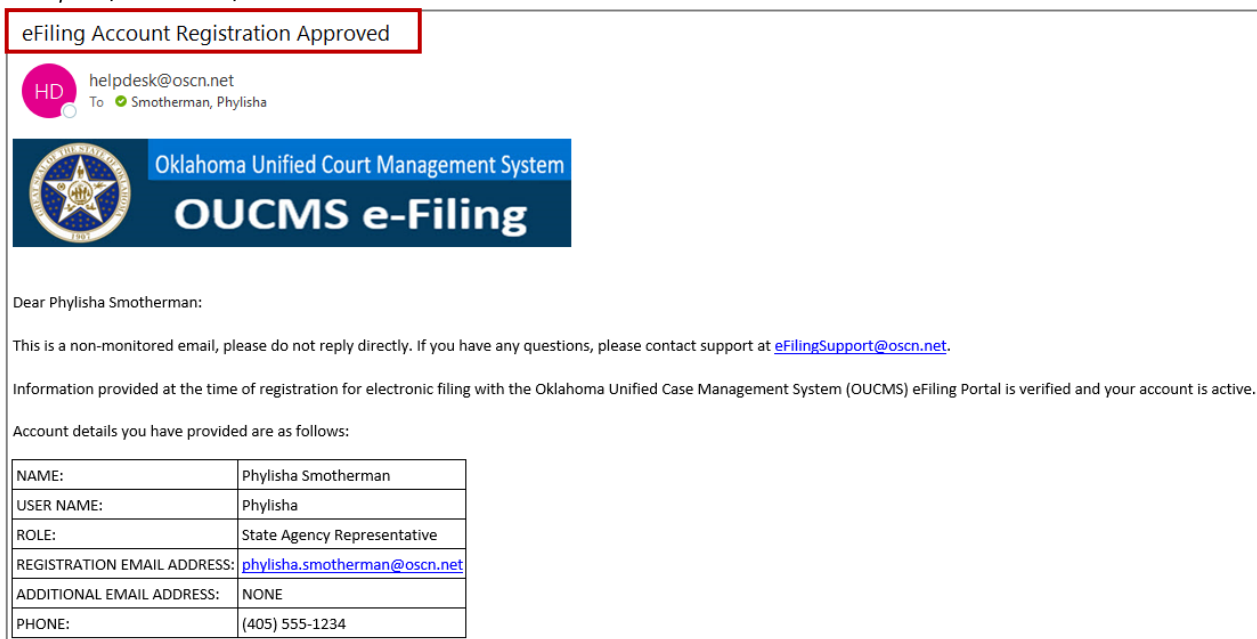
REGISTER

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



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

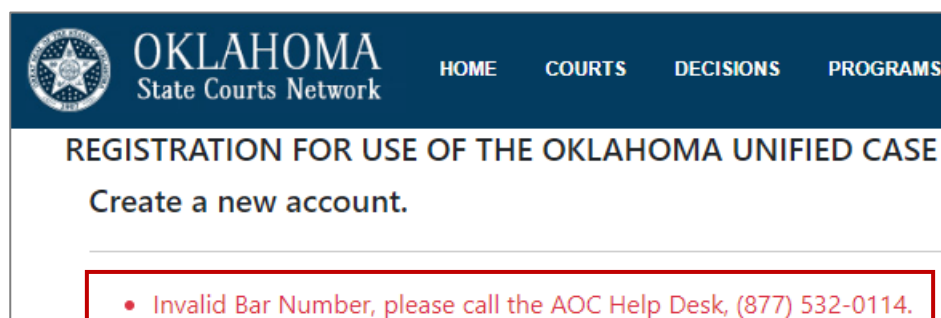
Example of Email Notification



B. If Your Registration is Rejected

In some cases, a registration may be rejected for different reasons such as invalid bar license number, multiple registrations, etc. If your registration is rejected, you will receive an on-screen message to contact the e-Filing support team at efilingsupport@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).



The screenshot shows the Oklahoma State Courts Network website. The header includes the Oklahoma State Courts Network logo and navigation links: HOME, COURTS, DECISIONS, and PROGRAMS. Below the header, the text reads "REGISTRATION FOR USE OF THE OKLAHOMA UNIFIED CASE I" and "Create a new account." A red-bordered box highlights a rejection message: "Invalid Bar Number, please call the AOC Help Desk, (877) 532-0114."

C. Allowing Others to Use Your Account

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

3. Maintaining Your Account

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

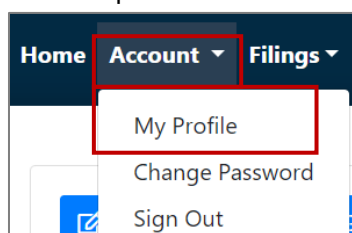
A. Changing Your Email Address

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

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

Step-by-Step:

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



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

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

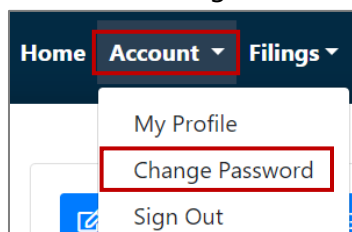
3. When you are finished, select the **Update button**.



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 contains several fields: 'Current Password', 'New Password', 'Confirm New Password', 'Security Question', and 'Security Question Answer'. Each of these fields has a red asterisk (*) indicating it is required. The 'Current Password' and 'New Password' fields are grouped together with a red box and a red '2'. The 'Confirm New Password' field is also grouped with a red box and a red '2'. The 'Security Question Answer' field is grouped with a red box and a red '2'. At the bottom, there is a blue 'CHANGE' button, which is highlighted with a red box and a red '3'. Below the password fields, there is a note: 'Your password must be at least 8 characters long, cannot be a derivative of the username and contain 3 out of the 4 following:'. Below this note is a bulleted list: 'Upper case characters', 'Lower case characters', 'Numeric (0-9) characters', and 'Special (~!@#\$%^&* _-+=`\'\"{}[];:'''<>.,?/) characters'.

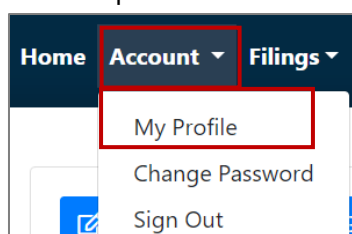
4. You will receive an email notification indicating a change has been made to your user account. **Note:** *If you do not receive an email, check your spam/junk mail, and confirm with your office IT staff that messages from "helpdesk@oscn.net" are allowed to pass through your network firewall. Also,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

C. Update Your Profile Information

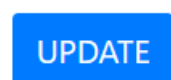
Your user profile is a collection of settings and information that is compiled when you complete your registration. It contains critical information that is used to identify you, such as your name, address, security question, email address, phone number etc. Listed below are steps for updating your profile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

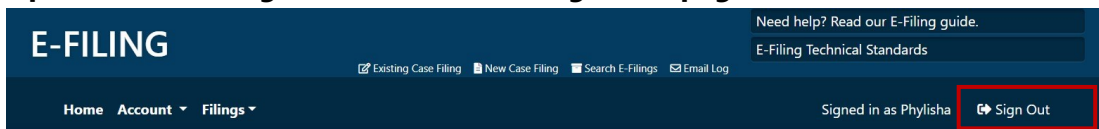


3. You will receive an email notification indicating a change has been made to your user account.

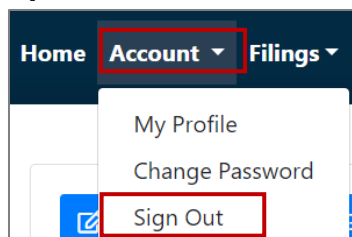
D. Signing Out

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. How to File into an Existing Case

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

1. Eligible Case Types

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

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

2. Document Submission Hours

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

3. Prepare the Documents You Want to File

An important best practice is to prepare the documents for filing before you sign into the Oklahoma Electronic Filing System and begin the filing procedure. This is very important and will save you lots of time later.

- Perform any scanning (if necessary) of paper documents ahead of time.
- All E-Filed documents shall be filed in a text-based PDF format pursuant to the Rules for Electronic Filing in the Oklahoma Courts. Attachments and exhibits should be submitted with the principal E-Filed document as a txt-searchable PDF. If the original attachment or document cannot be converted to a text-searchable PDF, the attachment or document may be submitted in a non-text searchable PDF format. Alternatively, a non-text image may be submitted using the current JPEG standard format.
- The first page of an e-Document should have a top margin of at least two (2) inches to allow for insertion of an electronic file stamp and/or certification. Failure to allow sufficient space for the electronic file stamp may result in obliteration of the underlying content.
- If the filing requires that you submit specific documents, include them all in the filing.
- Submit each document as a separate file.
- Although a filing may contain multiple documents, they must all be associated to the same case.

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.

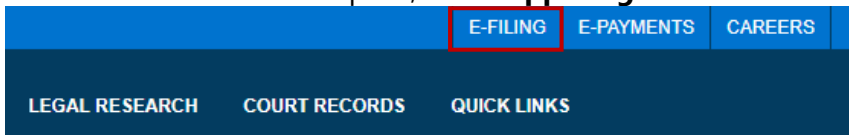
Note: For a full list of technical requirements and standards, please refer to the [E-Filing Technical Standards](#) document located on the [OSCN.net website](#).

4. Sign In

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

Step-by-Step:

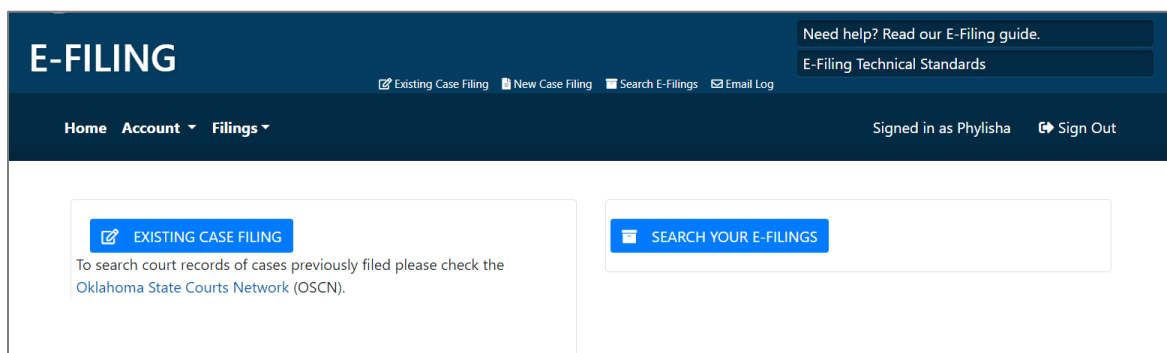
1. Open a browser and **type** www.oscn.net.
2. When the OSCN website opens, in the **upper right of the screen select E-Filing**.



3. In the Username box, type your **username**.
4. In the Password box, type the **password** you have specified for your account.
5. Select the **Login** button.

 A screenshot of the 'Login' form on the OSCN website. The form is titled 'Login' and includes a 'Local Login' section. It has two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a red box and labeled with a red '3'. The 'Password' field is highlighted with a red box and labeled with a red '4'. Below the password field is a blue 'LOGIN' button, which is highlighted with a red box and labeled with a red '5'. At the bottom of the form, there are links for 'Forgot your password?' and 'Register as a new user?'.

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



5. File a Document or Request into an Existing Case

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

Important note: This section provides instructions on how to file documents and/or requests into existing cases, with the exception of garnishment affidavits and garnishment summons, which is covered in [Section 3](#).

Step-by-Step:

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

The screenshot shows the E-Filing Home page. At the top, there's a dark blue header with 'E-FILING' in large white letters. To the right of the header, there are links: 'Existing Case Filing', 'New Case Filing', 'Search E-Filings', and 'Email Log'. Below the header, there's a navigation bar with 'Home', 'Account', and 'Filings'. The main content area has a blue box with a pencil icon and the text 'EXISTING CASE FILING'. Below this box, there's a note: 'To search court records of cases previously filed please check the Oklahoma State Courts Network (OSCN)'. To the right of this box, there's a blue button with a magnifying glass icon and the text 'SEARCH YOUR E-FILINGS'.

2. In the **Case Search** window, select the **County** from the dropdown, next **enter the Case Number** in the following **format Case Type-Year-Case Number** (e.g., *CJ-2020-1*).

The screenshot shows the Case Search window. It has a title bar with 'Case Search' and a close button. Below the title bar, there are two input fields: 'County' and 'Case Number'. The 'County' field is a dropdown menu. The 'Case Number' field has a placeholder text 'Case Number' and a red asterisk. Below the input fields, there are two buttons: 'SEARCH' and 'CLEAR VALUES'.

3. Select the **Search** button.

The screenshot shows the Case Search window. It has a title bar with 'Case Search' and a close button. Below the title bar, there are two input fields: 'County' and 'Case Number'. The 'County' field is a dropdown menu. The 'Case Number' field has a placeholder text 'Case Number' and a red asterisk. Below the input fields, there are two buttons: 'SEARCH' and 'CLEAR VALUES'.

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

Case Search ×

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

Show entries

Case Number	Filing Date	Case Description	
CJ-2020-3	01/02/2020	DONNA L ROLLAND VS MICHAEL GENE SHETLEY, ET AL	<input type="button" value="SELECT"/>

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:

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

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

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		

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

Documents and Requests

6 **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		

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

Add Document Or Request **7**

Tip All E-Filed documents shall be filed in a text-based PDF format pursuant to the Rules For Electronic Filing in the Oklahoma Courts. Attachments and exhibits should be submitted with the principal E-Filed document as a text-searchable PDF. If the original attachment or document cannot be converted to a text-searchable PDF, the attachment or document may be submitted in a non-text-searchable PDF format. A non-text image may also be submitted using the current JPEG standard format.

Tip Currently a confidential document or document filed under seal cannot be filed via E-Filing

Tip The OUCMS e-Filing Portal is an automated system which is programmed to apply the standard fees associated with certain filings. Payment by credit card is required to submit those items via this system. Filers who wish to discuss the standard filing fees, who need to pay by a method other than credit card, or who have circumstances which might require filing without the standard fees, should contact the court clerk's office directly rather than using the e-Filing Portal.

Document

Select Category

8 -- Select Category --

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

Document

Select Category

SUMMONS

Select Document

-- Select Document --

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

Document

Select Category

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

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

SUMMONS

Select Document

SUMMONS

Description (can be edited)

SUMMONS

Upload Document *

Choose File No file chosen

Fee

\$10

Service

Service Type

-- Select Service Type --

Include comments to the clerk here

300 character limit

Fee

\$0

Total Fee

\$10

11. **To attach the document filing**, select the **Choose File button**. This will open a document file browser window for you to find, select and attached a document to the e-Filing.

Note: Read the “Tips at the top of the Add Documents and Request window for information on what types of documents can be attached and e-Filed.

Add Document Or Request

Tip

All E-Filed documents shall be filed in a text-based PDF format pursuant to the Rules For Electronic Filing in the Oklahoma Courts. Attachments and exhibits should be submitted with the principal E-Filed document as a text-searchable PDF. If the original attachment or document cannot be converted to a text-searchable PDF, the attachment or document may be submitted in a non-text-searchable PDF format. A non-text image may also be submitted using the current JPEG standard format.

Tip

Currently a confidential document or document filed under seal cannot be filed via E-Filing

Tip

The OUCMS e-Filing Portal is an automated system which is programmed to apply the standard fees associated with certain filings. Payment by credit card is required to submit those items via this system. Filers who wish to discuss the standard filing fees, who need to pay by a method other than credit card, or who have circumstances which might require filing without the standard fees, should contact the court clerk's office directly rather than using the e-Filing Portal.

Document

Select Category

SUMMONS

Select Document

SUMMONS

Description (can be edited)

SUMMONS

Upload Document *

Choose File

No file chosen

Fee

\$10

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

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

Document	
Select Category	Select Document
SUMMONS	SUMMONS
Description (can be edited)	
SUMMONS	
Upload Document *	Fee
Choose File Test Docum...for EFiling.pdf	\$10

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

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

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

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

Service	
Service Type	Fee
SUMMONS ISSUED - MAILED BY ATTORNEY	\$0
Total Fee	
\$10	

13

Include comments to the clerk here

300 character limit

14

ADD

CANCEL

15. You are returned to the Documents and Requests screen, the document you just added will appear on the screen. The following document options are available:
- 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 EFiled.pdf	SUMMONS	\$10.00	DETAILS EDIT DELETE

Fees and Payments

Total Fee: \$10.00

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

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 EFiled.pdf	SUMMONS	\$10.00	DETAILS EDIT DELETE

Fees and Payments

Total Fee: \$10.00

[SUBMIT](#)

18. When you are ready **select the “Submit” button to open the credit card payment window.**

Note: If you are a State Agency Representative, filing fees are waived; therefore, the credit card payment window does not open, and your submission is complete.

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 EFiled.pdf	SUMMONS	\$10.00	DETAILS EDIT DELETE

Fees and Payments

Total Fee: \$10.00

SUBMIT

19. If applicable on the **Payment window**, enter the required credit card information shown below.

20. Select the **“Make a Payment”** button to complete the payment and submit the e-Filing submission.

Order Information

Total Amount (\$):
\$10.00

Charge Type:
AUTH

Card Information

Card Number:*

Expiry Date:*

CVV: ?

Customer Information

First Name:*

Last Name:*

Address One:*

Address Two:

City:

Country:

State or Province:

Postal Code:*

20 **Make Payment**

19


Important Notes:

- When making a credit card payment when you are prompted to enter an address, please **enter the credit card's billing address** and not your personal address.
- 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.
- The E-Filing system does not store credit or debit card information; however, your internet browser may provide the option to save the information

21. **You will receive an E-Filing submission confirmation email.** If the Court Clerk accepts your submission for filing, any applicable credit/debit card payment transaction will be finalized at the time of acceptance. Until that time, your credit or debit card account may show this payment as a pending charge.

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

Example of E-Filing Confirmation Email:



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 #85 and the items received by the Court are listed below. You will receive a separate email when processing is complete.

E-Filing Status: **SUBMITTED**

Date/Time of Submission: 6/25/2024 5:45:31 PM

** Any document submitted after 5 p.m. will be deemed submitted the next business day.
 ** A submitted document has not been processed by the Court Clerk. You will be notified if your submission is accepted for filing.

Submitting Username: Winning
 County: Cleveland
 Case Number: CS-2016-7
 Case Description: MIDLAND FUNDING LLC v. CLARCK, BETH

Documents:

Description	Fee	Submission Date/Time	E-Filing Status
SUMMONS	\$60.00	6/25/2024 5:45:31 PM	SUBMITTED

If the Court Clerk 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

III. Submission Verification

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

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.

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

Example of Filing Details Page

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

Example of Submission Confirmation Email

Oklahoma Unified Court Management System	
OUCMS e-Filing	
Dear Phylisha Smotherman:	
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. The E-Filing Reference Number for this submission is #16 and the items received by the Court are listed below. You will receive a separate email from the Court when your submission is processed.	
E-Filing Status: SUBMITTED	
Date/Time of Submission: 6/13/2024 1:38:23 PM	
<p>** Any document submitted after 5 p.m. will be deemed submitted the next business day.</p> <p>** A submitted document has not been processed by the Court Clerk. You will be notified if your submission is accepted for filing.</p>	
Submitting Username: OSCN\PhylishaSmotherman	
County: Canadian	
Case Number: CJ-2017-50	
Case Description: AMERICAN EXPRESS BANK FSB v. DELANA SEVIER	
Documents:	
Test Attorney	
Description	Fee
AFFIDAVIT	\$0.00
Submission Date/Time	E-Filing Status
6/13/2024 1:38:23 PM	SUBMITTED

IV. Managing Your Filings

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

1. E-Filing Status

Every e-Filing will have an e-Filing Status. Listed below are descriptions of each e-Filing status types.

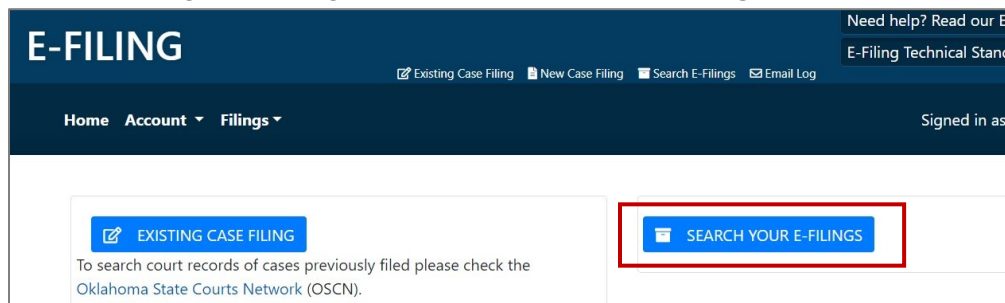
- **Pending Submission:** The e-Filing was created but has not been successfully submitted yet.
- **Submitted:** The e-Filing was created and successfully submitted but has not been reviewed by the court yet. **Important Note:** If you are currently required to provide printed copies of pleadings, motions,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

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.*

<input type="button" value="SEARCH"/> <input type="button" value="CLEAR VALUES"/>		Show <input type="text" value="10"/> entries					
E-Filing Reference Number	Case Number	Case Description	E-Filing Status	County	Submission Date	Completion Date	
1642	CJ-2020-8	BOKF N A VS WILLIAM P SIMMONS	Pending Submission	Cleveland			<input type="button" value="SELECT"/>
1643	CJ-2020-3	DONNA L ROLLAND VS MICHAEL GENE SHETLEY, ET AL	Pending Submission	Cleveland			<input type="button" value="SELECT"/>

Showing 1 to 2 of 2 entries

Previous Next

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:
- Details:** select the 'Details' button to view the details for the document or request.
 - Edit:** select the 'Edit' button to change the category, document, attachment, service type and comments.
 - Delete:** select the 'Delete' button to remove it from the e-Filing.

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 EFiled.pdf	SUMMONS	\$10.00	<div><div>DETAILS</div><div>EDIT</div><div>DELETE</div></div>

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


3. Submitted Submissions

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

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 Submitted Confirmation Email:

Note: If you do not receive an email, check your spam/junk mail, and confirm with your office IT staff that messages from "helpdesk@oscn.net" are allowed to pass through your network firewall. Also, verify the email address in your e-Filing profile is correct.



Oklahoma 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 #16 and the items received by the Court are listed below. You will receive a separate email when processing is complete.

E-Filing Status: SUBMITTED

Date/Time of Submission: 6/13/2024 1:38:23 PM

** Any document submitted after 5 p.m. will be deemed submitted the next business day.
 ** A submitted document has not been processed by the Court Clerk. You will be notified if your submission is accepted for filing.

Submitting Username: Test Attorney

County: Canadian

Case Number: CJ-2017-50

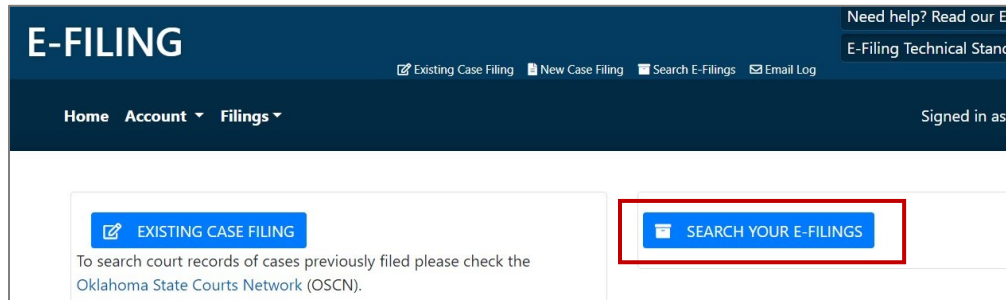
Case Description: AMERICAN EXPRESS BANK FSB v. DELANA SEVIER

Documents:

Description	Fee	Submission Date/Time	E-Filing Status
AFFIDAVIT	\$0.00	6/13/2024 1:38:23 PM	SUBMITTED
MOTION	\$0.00	6/13/2024 1:38:23 PM	SUBMITTED

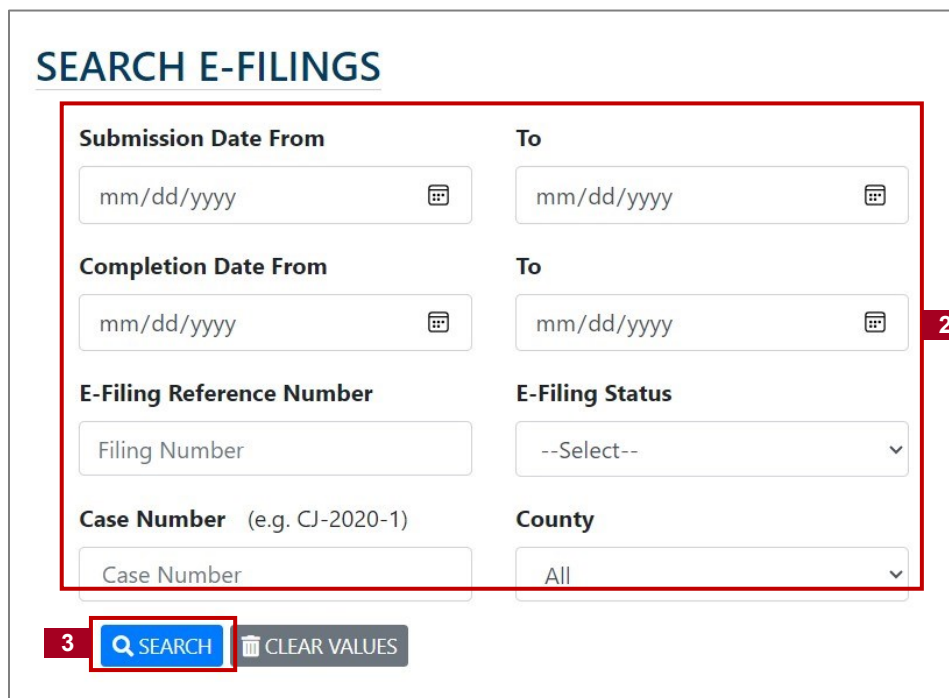
How to Search for a Submitted Submission:

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



The screenshot shows the E-FILING Home page. At the top, there's a dark blue header with the 'E-FILING' logo and navigation links: 'Existing Case Filing', 'New Case Filing', 'Search E-Filings', and 'Email Log'. Below the header, there's a navigation bar with 'Home', 'Account', and 'Filings'. The main content area has two buttons: 'EXISTING CASE FILING' and 'SEARCH YOUR E-FILINGS'. The 'SEARCH YOUR E-FILINGS' button is highlighted with a red box. Below the buttons, there's a note about searching court records of cases previously filed on the Oklahoma State Courts Network (OSCN).

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**.



The screenshot shows the 'SEARCH E-FILINGS' page. The search parameters section is highlighted with a red box. It includes fields for 'Submission Date From' and 'To', 'Completion Date From' and 'To', 'E-Filing Reference Number' (Filing Number), 'E-Filing Status' (dropdown menu), 'Case Number' (e.g. CJ-2020-1), and 'County' (dropdown menu). The 'SEARCH' button is highlighted with a red box. A red box with the number '2' is also present next to the 'E-Filing Status' dropdown menu.

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

E-Filing Reference Number	Case Number	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		SELECT
1623	CJ-2016-701	FIRST UNITED BANK AND TRUST COMPANY VS DEBRA S PACK	Submitted	Cleveland	6/21/2024 11:33:27 AM		SELECT
1624	CJ-2016-702	CACH LLC v. HOUCK, GLENN ET AL	Submitted	Cleveland	6/21/2024 11:34:22 AM		SELECT
1625	CJ-2016-703	FIRST UNITED BANK AND TRUST COMPANY VS JUDITH R ROOT	Submitted	Cleveland	6/21/2024 11:36:06 AM		SELECT

5. 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	DETAILS

4. Filed Submissions

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


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

Example of a Filed Submission Email

Subject: FW: [EXTERNAL]: Fwd: Confirmation of ACCEPTANCE for Submission #11

receipt.pdf
111 KB

Receipt Attachment

 Oklahoma Unified Court Management System
OUCMS e-Filing

Dear Test Attorney

This email verifies your Submission #11 was ACCEPTED by the District Court for Cleveland County, State of Oklahoma.

E-Filing Status: **FILED**

Completed Date/Time: 6/12/2024 10:54:06 PM

County: Cleveland

Case Number: CJ-2024-11

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

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

Description	Fee	Submission Date/Time	Document Status
MOTION FOR SUMMARY JUDGMENT	\$50.00	6/12/2024 10:26:59 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.

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.

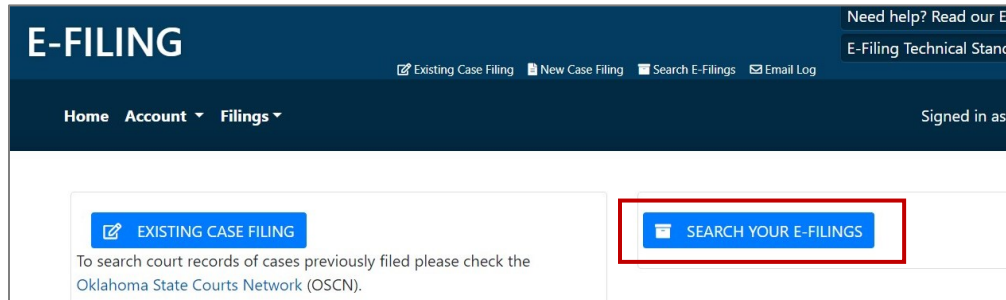
Thank You,

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.

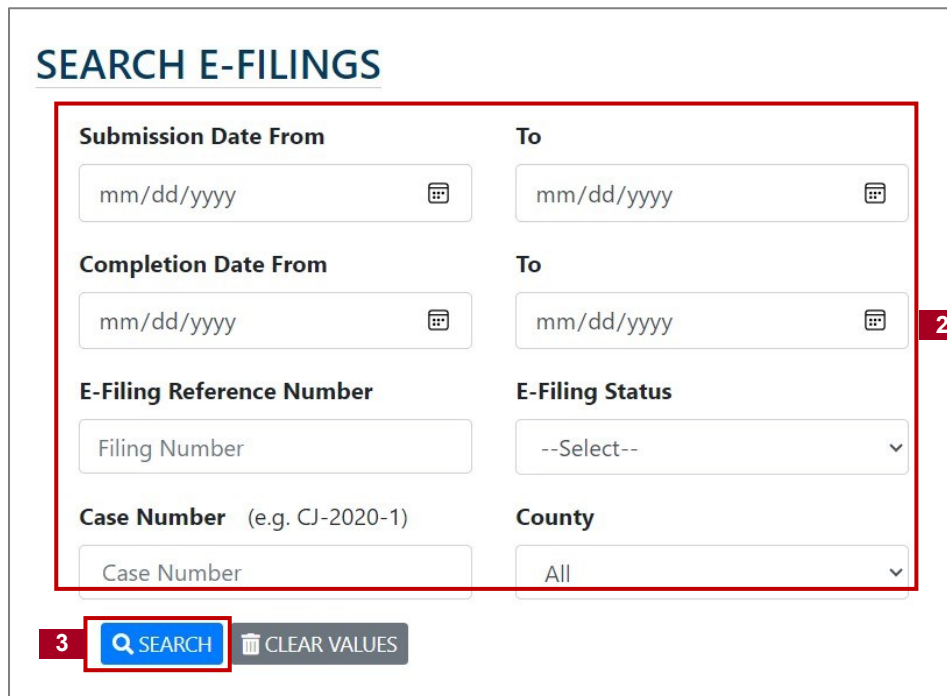
Use the following steps to view your **Filed** submissions:

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



The screenshot shows the E-FILING Home page. At the top, there is a navigation bar with links for 'Existing Case Filing', 'New Case Filing', 'Search E-Filings', and 'Email Log'. Below this, there are two main buttons: 'EXISTING CASE FILING' and 'SEARCH YOUR E-FILINGS'. The 'SEARCH YOUR E-FILINGS' button is highlighted with a red box. Below the buttons, there is a note: 'To search court records of cases previously filed please check the Oklahoma State Courts Network (OSCN)'.

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 section is highlighted with a red box. It includes fields for 'Submission Date From', 'Submission Date To', 'Completion Date From', 'Completion Date To', 'E-Filing Reference Number', 'E-Filing Status', 'Case Number', and 'County'. The 'E-Filing Status' dropdown is set to '--Select--'. The 'SEARCH' button is highlighted with a red box. A red box with the number '2' is next to the 'E-Filing Status' dropdown, and a red box with the number '3' is next to the 'SEARCH' button.

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

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	SELECT
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	SELECT
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	SELECT
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	SELECT

Showing 1 to 4 of 4 entries

Previous 1 Next

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

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

5. Partially Filed Submissions

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

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

Email Example of a Partially Filed Submission

 receipt.pdf
111 KB

 Receipt Attachment



OUCMS e-Filing

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	6/12/2024 10:29:14 PM	NOT FILED
Reason: Incorrect Case Style		

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,

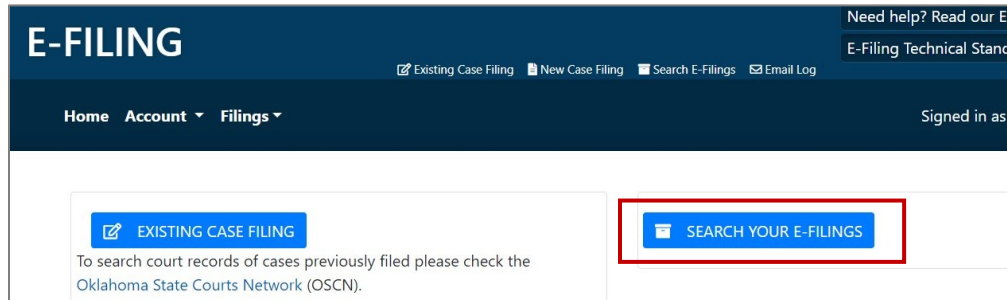
E-Filing Support Team

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**.

 A screenshot of the 'SEARCH E-FILINGS' page. The search form is enclosed in a red rectangular box. The form contains several input fields and dropdown menus:

- Submission Date From** and **To**: Both fields have a date input format 'mm/dd/yyyy' and a calendar icon.
- Completion Date From** and **To**: Both fields have a date input format 'mm/dd/yyyy' and a calendar icon.
- E-Filing Reference Number**: A text input field with the placeholder 'Filing Number'.
- E-Filing Status**: A dropdown menu with the placeholder '--Select--'.
- Case Number**: A text input field with the placeholder 'Case Number' and a note '(e.g. CJ-2020-1)'.
- County**: A dropdown menu with the placeholder 'All'.

 Below the form, there are two buttons: a blue 'SEARCH' button with a magnifying glass icon, and a grey 'CLEAR VALUES' button with a trash can icon. The 'SEARCH' button is highlighted with a red rectangular box.

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

<input type="text"/> SEARCH <input type="button" value="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	SELECT
Showing 1 to 1 of 1 entries							Previous 1 Next

5. 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	DETAILS
1 CJ Deft Answer.pdf	ANSWER	\$0.00	DETAILS


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

6. Not Filed Submissions

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

Email Example of a Not Filed Submission

Subject
Confirmation of NOT FILE for Submission #8



Oklahoma Unified Court Management System

OUCMS e-Filing

Dear Sharon Test:|

Your Submission #8 in 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:

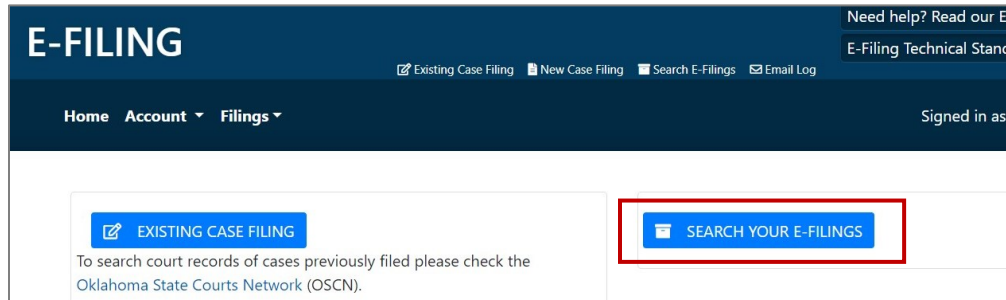
Description	Submission Date/Time	Document Status
SUMMONS	6/12/2024 10:57:11 AM	NOT FILED
Reason: Incorrect Case Number		

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.

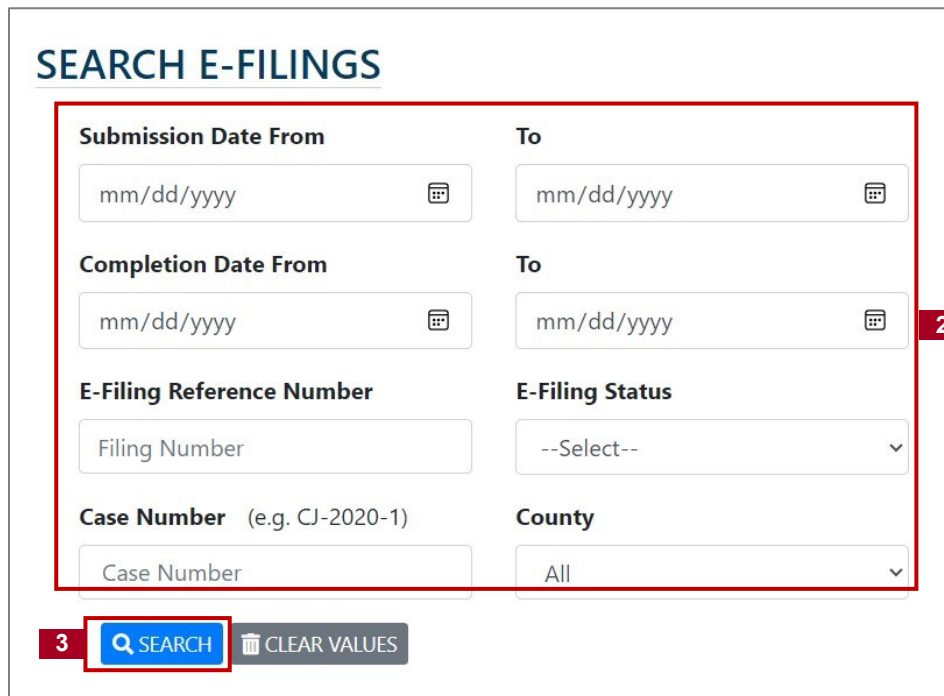
Use the following steps to view any **Not Filed** submissions:

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



The screenshot shows the E-FILING Home page. At the top, there is a navigation bar with links for Existing Case Filing, New Case Filing, Search E-Filings, and Email Log. Below the navigation bar, there are two main buttons: 'EXISTING CASE FILING' and 'SEARCH YOUR E-FILINGS'. The 'SEARCH YOUR E-FILINGS' button is highlighted with a red box. Below the buttons, there is a note: 'To search court records of cases previously filed please check the Oklahoma State Courts Network (OSCN)'.

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 section is highlighted with a red box. It includes fields for Submission Date From, Submission Date To, Completion Date From, Completion Date To, E-Filing Reference Number (Filing Number), E-Filing Status (dropdown menu), Case Number (e.g. CJ-2020-1), and County (dropdown menu). The SEARCH button is highlighted with a red box. A red box with the number 2 is next to the E-Filing Status dropdown menu, and a red box with the number 3 is next to the SEARCH button.

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

<input type="button" value="SEARCH"/> <input type="button" value="CLEAR VALUES"/>		Show <input type="text" value="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	<input type="button" value="SELECT"/>
Showing 1 to 1 of 1 entries							<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>

6. 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	
Generic Document.pdf	MOTION TO VACATE	\$0.00	<input type="button" value="DETAILS"/>

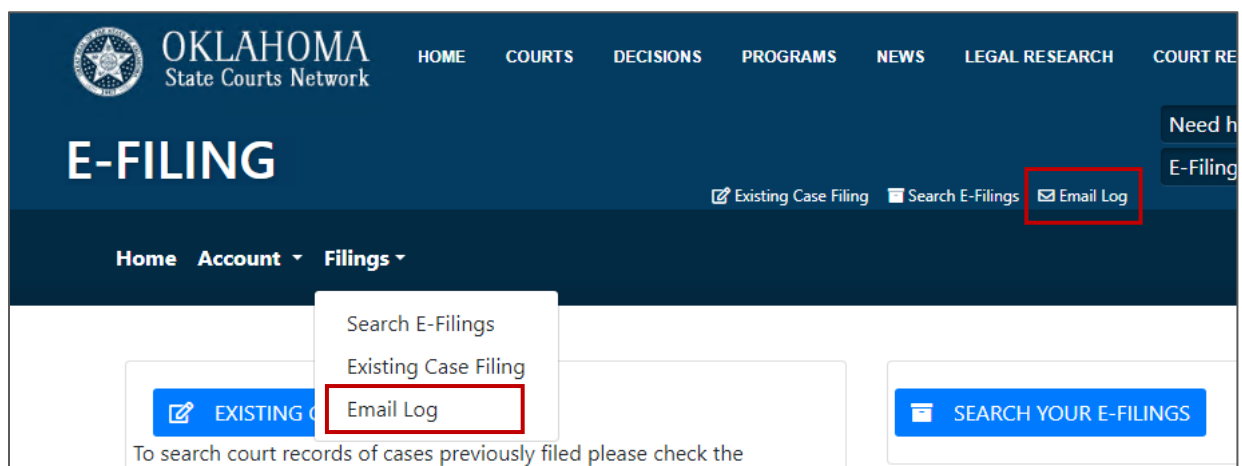
Important Note: To view the reason a submission was **not filed**, please refer to applicable email that was sent to your email address.

7. E-Filing Email Log

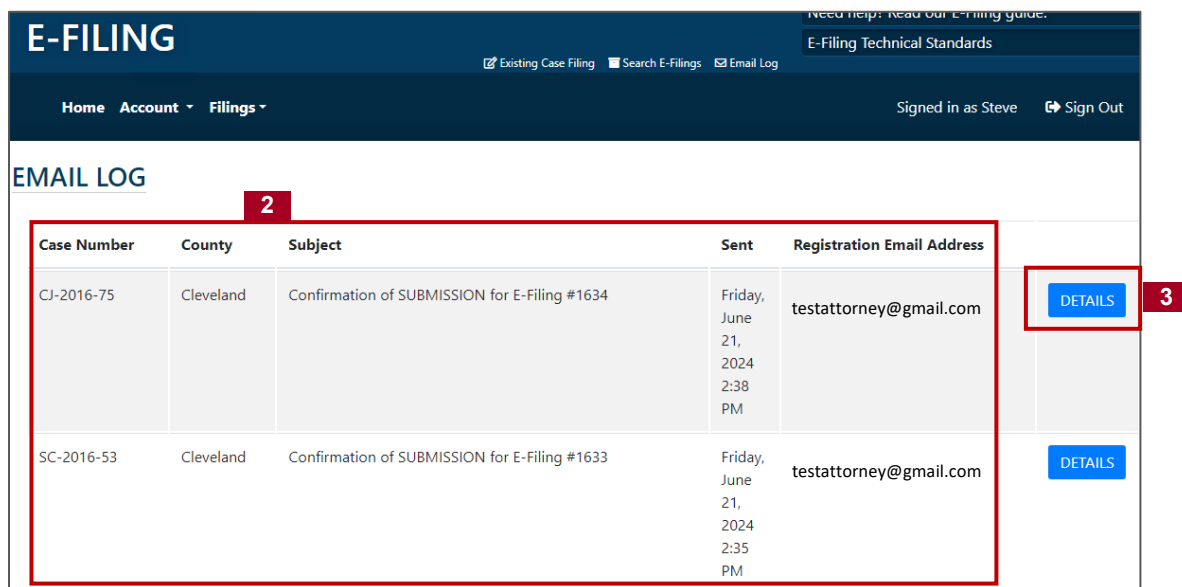
The E-Filing portal provides a list of all emails sent to you from the E-Filing system. Use the following instructions to access your E-Filing Email Log.

Step-by-Step:

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



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**.



Appendix

Appendix A: Frequently Asked Questions

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

Appendix B: Contact Us

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

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	
Misc. Filings - civil	Bill of appraisers	
	Citation for contempt	<ul style="list-style-type: none"> • Order for citation issued – mail • Order for citation issued – pps • Order for citation issued - sheriff
	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"> • Execution issued - post judgment (sheriff fee)
	Garnishment order of discharge	
	Interrogatories	
	Joint custody plan	
	Last will and testament	
	Mediation agreement	
	Nomination of appraisers	
	Offer of judgment	
	Pre-trial	
	Release & satisfaction of judgment	
Motion	Motion	
	Motion for deficiency judgment	
	Motion for enforcement	
	Motion for hearing on assets (post judgment)	<ul style="list-style-type: none"> • Order for hearing on assets issued – mail • Order for hearing on assets issued - private process server • Order for hearing on assets issued – sheriff • Order for hearing on assets issued - restricted mail
	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"> • Order for citation issued – mail • Order for citation issued – PPS • Order for citation issued - sheriff
	Motion/application for OESC to provide employment information	
Order	Journal entry	
	Signed decree of dissolution of marriage	
	Signed emergency custody order	
	Signed order	
Petition	Amended petition	
	Petition	
	Petition for	
	Petition to sell real estate	
	Third party petition	
Report	Annual accounting report	
	Receiver's report	
	Report of commissioners	
	Report on	
Request	Court reporter fee-trial on merits	
	Request for court reporter (small claims)	
	Request for jury trial	
	Request for jury trial (small claims)	
Subpoena	Subpoena	<ul style="list-style-type: none"> • Subpoena issued – individual • Subpoena issued – mail • Subpoena issued – mail • Subpoena issued - private process server • Subpoena issued - sheriff
	Subpoena return, served	
	Subpoena return, unserved	
Summons	Garnishment summons	<ul style="list-style-type: none"> • Garnishment summons issued – mail • Garnishment summons issued mailed by plaintiff or attorney • Garnishment summons issued - private process server • Garnishment summons issued – sheriff • Garnishment summons - restricted mail

Document category	Document type	Service options
	Summons	<ul style="list-style-type: none"> • Foreign service summons issued – mail • Summons issued - mailed by attorney • Summons issued - private process server • Summons issued – sheriff • Summons issued - restricted mail
	Summons return, served	
	Summons return, unserved	
Cover sheet	Cover sheet	