OKED Admitted Attorneys Electronic Filing Registration

The U.S. District Court for the Eastern District of Oklahoma is a NextGen CM/ECF court.

To request e-filing access, you must have an upgraded individual PACER account and be admitted to practice in the U.S. District Court for the Eastern District of Oklahoma. If you do not have an individual PACER account, click this link for instructions on creating an account. If your PACER account is not an updated account, click on this link for instructions on how to upgrade.

Once you have a PACER account, follow the steps below to request filing access. If not admitted to practice in the U.S. District Court for the Eastern District of Oklahoma, your request will be rejected.

STEP	ACTION			
1	Open a web browser and navigate to <u>www.pacer.gov.</u> Click on the Manage M Account link.			
	Hanage M Account Manage My Appellate Filer Account Case Search Sign In PACER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS HOME REGISTER FIND A CASE E-FILE OURCK LINKS HELP CONTACT US			
2	Enter your PACER Username and Password. Click Login.			
	MANAGE MY ACCOUNT Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions. Login * Required Information Username * Password * Login Clear Cancel Need an Account? I Forgot Your Password? I Forgot Username? NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.			
3	Select the Maintenance tab MANAGE MY ACCOUNT Welcome, John Public Logout			
	Account Number 7002099 Username johnjohn Account Balance \$0.00 Case Search Status Active Account Type Upgraded PACER Account			
	Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration			

4	Select Attorney Admission/E-File Registration			
•	Settings Maintenance Payments Usage			
	Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration			
5	From the Court Type list, select U.S. District Courts. From the Court list, select Oklahoma Eastern District – NextGen. Click Next.			
	IN WHAT COURT DO YOU WANT TO PRACTICE? * Required Information Court Type * U.S. District Courts Court * Oklahoma Eastern District Court (test) - NextGe			
	Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the Court Links Page. Next Reset			
6	On the "What Would You Like to Apply/Register For?" screen, click the E-File Registration Only link. WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?			
	Attorney Admissions and E-File			
	E-File Registration Only			
	Pro Hac Vice			
	Federal Attorney			
7	Complete all sections of the Additional Filer Information screen and click Next.			
	*Failure to provide information may result in a delay or rejection of e-filing privileges.			
	Additional Filer Information			
	Already Admitted at Court			
	Court Bar ID			
	Other Names Used Most Recent Case (in court where you are registering)			
	State Bar ID State Select State			
8	You MUST complete the Delivery Method and Formatting section of the form. This is used for electronic notification in cases in which you are involved. Email address information comes from your existing PACER information.			

	Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for electronic notice in your cases.				
	Delivery Method and Form				
	Use a different emai	I. Checking this will clear the primary email fields below.			
	Primary Email *	john.q.public@yourdomain.com			
	Confirm Primary Email *	john.q.public@yourdomain.com			
	Email Frequency *	Select Email Frequency			
	Email Format *	HTML			
	notification or At Th	y dropdown, Select Once Per Day for a daily summary a Time of Filing for individual notice. Select HTML from the down unless you are having difficulty with your emails.			
9	credit card is option	ard to enter payment information, if desired. <u>Providing a nal.</u> If you would like to register without providing a credit hout entering any information on this screen.			
	Payment Information				
		I payments. If the court to which you are making a payment does not accept ACH, vailable as an option during payment. In addition, the PACER: Service Center does CCER (case search) tees.			
		enter payment information here, you may do so later by selecting the Make One-Time			
	PACER Fee Payment option under the Select your method of payment from	the Add Credit Card and Add ACH Payment options below. You may store up to			
	three payment methods.	на лии стали саги али лии лон наутник оргона овном. Той пар кона ирто			
	To designate a card as the default for the card as a default, click the Turn of	re-filling or admissions fees, click the Set default link in the box(es) below. To remove off link			
	Add Oredit On Add ACH Payment				
10	Add/Up	ermation, complete the required fields and click Submit .			
	Requi	ed information			
	Accourt	tt Holder Name *			
	Card Ty	pe * Select Card Type			
		nt Number *			
	Card E	cpiration Date * 01 V 2018 V			
	in a second s	ise billing address			
	Addres	5			
	City *				
	State *	Select State			
	Zip/Pos Countr	tal Code *			
		United States of America			
		e protect the security of your information during transmission using Secure Sockets Layer (SSL) software,			
	which e	ncrypts information you submit.			
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11	Select the appropriate boxes for "Autobill PACER fees", "E-filing fees default" and/or "Admissions fees default". Click Next.
	Payment Information
	NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees. This section is optional. If you do not enter payment information here, you may do so later by selecting the Make One-Time PACER Fee Payment option under the Payments tab. Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods. To designate a card as the default for e-filling or admissions fees, click the Set default link in the box(es) below. To remove the card as a default, click the Turn off link.
	VISA Autobill PACER fees E-filing fees default Admissions fees default Admissions fees default XXXXXXXXXXX1111 01/2020 John Public 123 Any Street Your Town, MN 55415 Update Delete Add Credit Card Add ACH Payment Add ACH Payment
	Next Back Cancel
17	Check the two Attorney E-Filing Terms of Use acknowledgment boxes. Click Submit.
	Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided. Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit. Submit Back Reset Cancel
18	The Court will review your e-filing request and provide you with further instructions via email.