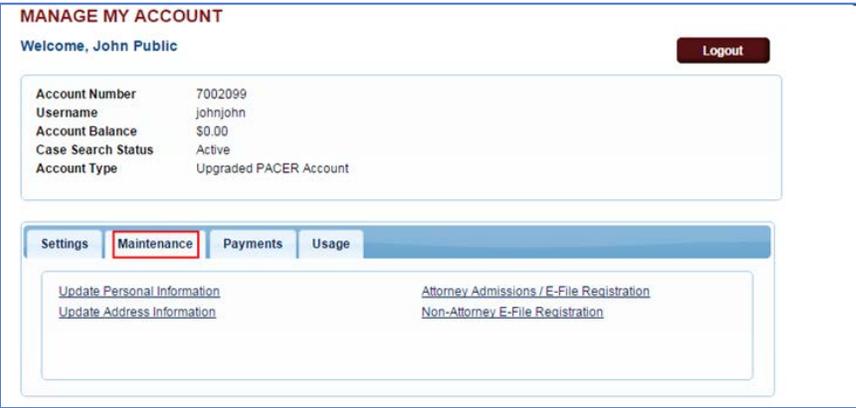


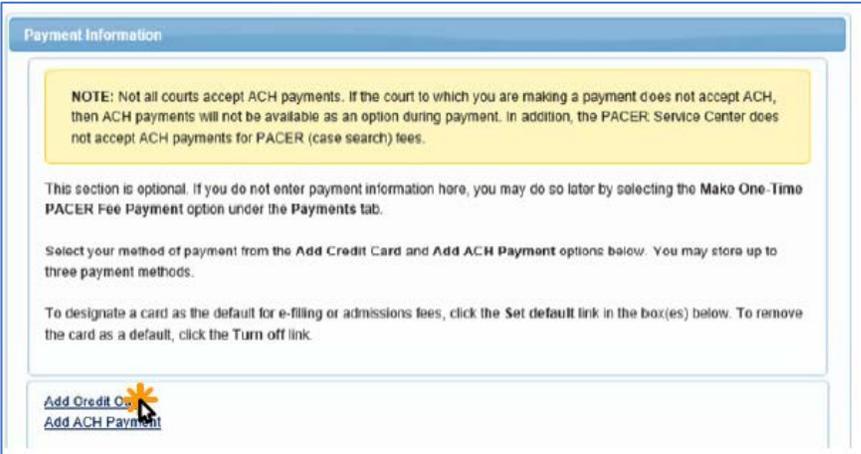
# OKED PHV Electronic Filing Registration

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

**To request PHV e-filing access, you must have an upgraded individual PACER account.** 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 PHV filing access.

STEP	ACTION
1	<p>Open a web browser and navigate to <a href="http://www.pacer.gov">www.pacer.gov</a>. Click on the <b>Manage My Account</b> link.</p> 
2	<p>Enter your PACER <b>Username</b> and <b>Password</b>. Click <b>Login</b>.</p> 
3	<p>Select the <b>Maintenance</b> tab</p> 
4	<p>Select <b>Attorney Admission/E-File Registration</b></p> 

5	<p>From the <b>Court Type</b> list, select U.S. District Courts. From the <b>Court</b> list, select Oklahoma Eastern District – NextGen. Click Next.</p> <div data-bbox="310 218 1157 501"> <p><b>IN WHAT COURT DO YOU WANT TO PRACTICE?</b></p> <p>* Required Information</p> <p>Court Type * <input type="text" value="U.S. District Courts"/></p> <p>Court * <input type="text" value="Oklahoma Eastern District Court (test) - NextGen"/></p> <p><small>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 <a href="#">Court Links Page</a>.</small></p> <p><input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> </div>
6	<p>On the “What Would You Like to Apply/Register For?” screen, click the <b>Pro Hac Vice</b> link.</p> <div data-bbox="310 596 1023 892"> <p><b>WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?</b></p> <p><input type="button" value="Attorney Admissions and E-File"/></p> <p><input type="button" value="E-File Registration Only"/></p> <p><input type="button" value="Pro Hac Vice"/> ←</p> <p><input type="button" value="Federal Attorney"/></p> </div>
7	<p>Complete all sections of the <b>Additional Filer Information</b> screen and click <b>Next</b>.  <b>* You must enter the case number in which you plan to Appear Pro Hac Vice.</b></p> <div data-bbox="354 1003 1375 1360"> <p><b>Additional Filer Information</b></p> <p>Already Admitted at Court <input type="text" value="Select Court"/></p> <p>Court Bar ID <input type="text"/></p> <p>Other Names Used <input type="text"/></p> <p><u>Pro Hac Vice Case Number</u> <input type="text"/> ←</p> <p>State Bar ID <input type="text"/></p> <p>State <input type="text" value="Select State"/></p> </div>
8	<p>You <b>MUST</b> complete the <b>Delivery Method and Formatting</b> 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.</p> <div data-bbox="321 1560 1398 1837"> <p><b>Delivery Method and Formatting</b></p> <p><input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * <input type="text" value="john.q.public@yourdomain.com"/></p> <p>Confirm Primary Email * <input type="text" value="john.q.public@yourdomain.com"/></p> <p><b>Email Frequency *</b> <input type="text" value="Select Email Frequency"/></p> <p><b>Email Format *</b> <input type="text" value="HTML"/></p> </div> <p>In <b>Email Frequency</b> dropdown, Select <b>Once Per Day</b> for a daily summary notification or <b>At The Time of Filing</b> for individual notice. Select HTML from the <b>Email Format</b> dropdown unless you are having difficulty with your emails.</p>

<p>9</p>	<p>Click Add <b>Credit Card</b> to enter payment information, if desired. <u>Providing a credit card is optional.</u> If you would like to register without providing a credit card, click <b>Next</b> without entering any information on this screen.</p> 
<p>10</p>	<p>If entering card information, complete the required fields and click <b>Submit</b>.</p> 
<p>11</p>	<p>Select the appropriate boxes for “Autobill PACER fees”, “E-filing fees default” and/or “Admissions fees default”. Click <b>Next</b>.</p>

	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4f81bd; color: white; padding: 5px; text-align: center; font-weight: bold;">Payment Information</div> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p><b>NOTE:</b> 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.</p> </div> <p>This section is optional. If you do not enter payment information here, you may do so later by selecting the <b>Make One-Time PACER Fee Payment</b> option under the <b>Payments</b> tab.</p> <p>Select your method of payment from the <b>Add Credit Card</b> and <b>Add ACH Payment</b> options below. You may store up to three payment methods.</p> <p>To designate a card as the default for e-filing or admissions fees, click the <b>Set default</b> link in the box(es) below. To remove the card as a default, click the <b>Turn off</b> link.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border: 1px solid #ccc; padding: 5px;"> <div style="text-align: center; font-weight: bold; color: #4f81bd;">VISA</div> <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> Autbill PACER fees  <input type="checkbox"/> E-filing fees default  <input type="checkbox"/> Admissions fees default </div> <div style="font-size: small; margin-top: 5px;"> XXXXXXXXXXXX1111  01/2020  John Public  123 Any Street  Your Town, MN  55415 </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Update"/>  <input type="button" value="Delete"/> </div> </div> <div style="width: 45%; border: 1px solid #ccc; padding: 5px;"> <div style="text-align: center; font-weight: bold; color: #4f81bd;">VISA</div> <div style="margin-top: 5px;"> <input type="checkbox"/> Autbill PACER fees  <input checked="" type="checkbox"/> E-filing fees default  <input checked="" type="checkbox"/> Admissions fees default </div> <div style="font-size: small; margin-top: 5px;"> XXXXXXXXXXXX1881  01/2020  John Public  123 Any Street  Your Town, MN  55415 </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Update"/>  <input type="button" value="Delete"/> </div> </div> <div style="width: 10%; text-align: center; font-size: small; margin-top: 20px;"> <a href="#">Add Credit Card</a>  <a href="#">Add ACH Payment</a> </div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> </div> </div>
12	<p>Click the check boxes to acknowledge that you have read and agree to PACER terms and conditions, and the Eastern District of Oklahoma’s local requirements for e-filing. Click <b>Submit</b>.</p> <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;"> <p style="text-align: center; font-size: small;"><a href="#">Click here to download a printable version of the Attorney E-filing Terms and Conditions</a></p> <p> <b>By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *</b></p> <p> <b>Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering <a href="#">Click here to view Local Court Policies and Procedures.</a> *</b></p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="font-size: small;">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.</p> <p style="font-size: small;"><b>Note:</b> We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div> </div>
13	<p>You will receive automatic notification that your submission has been received.</p> <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;"> <div style="text-align: center; font-size: small; border-bottom: 1px solid #add8e6; padding-bottom: 5px;">Confirmation Page</div> <div style="text-align: center; font-weight: bold; color: #800000; margin-top: 10px;">THANK YOU FOR REGISTERING!</div> <p style="font-size: small; margin-top: 10px;">Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to <a href="#">Manage My Account</a> and select the <a href="#">E-File Registration/Maintenance History</a> from the Maintenance Tab.</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Done"/> </div> </div>
14	<p>The Court will review your e-filing request and provide you with further instructions via email. The email will also direct you to either file a Motion to Appear Pro Hac Vice or file a Notice of Appearance.</p>

**SEE ARWD EXAMPLE:**

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link, <https://train-pacer.psc.uscourts.gov/pscwf/manage/efileStatus.jsf>.

Account Number: 7034479

Court: ARKANSAS WESTERN DISTRICT COURT

Date/Time Submitted: 06/27/2018 15:49:14 CDT

Transaction ID: 10040

Request: Registration

Transaction Status: Processed

Comment: Your motion to Appear Pro Hac Vice has not been filed. Please file the appropriate motion within two (2) business days or your filing access will be terminated. Civil or Criminal events->Motions >Appear Pro Hac Vice. You will be prompted to pay the \$100.00 filing fee through Pay.gov.

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to [CMECF\\_info@arwd.uscourts.gov](mailto:CMECF_info@arwd.uscourts.gov).