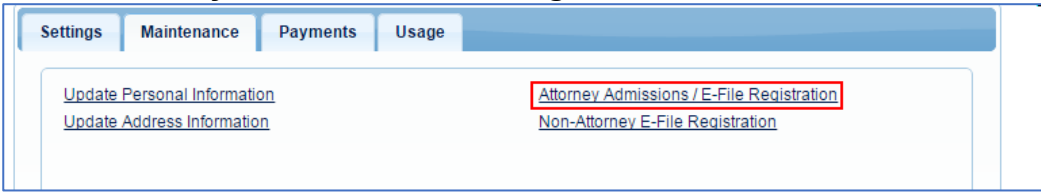
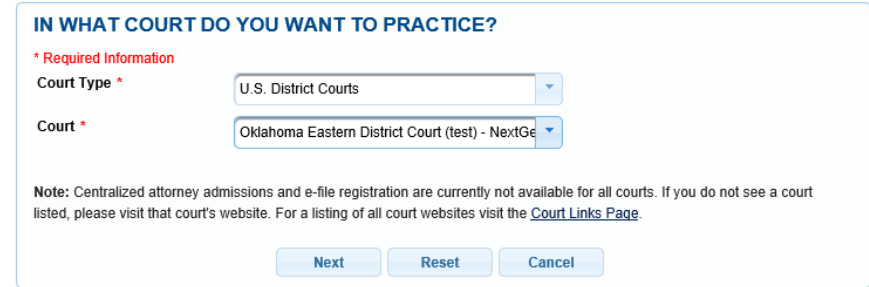
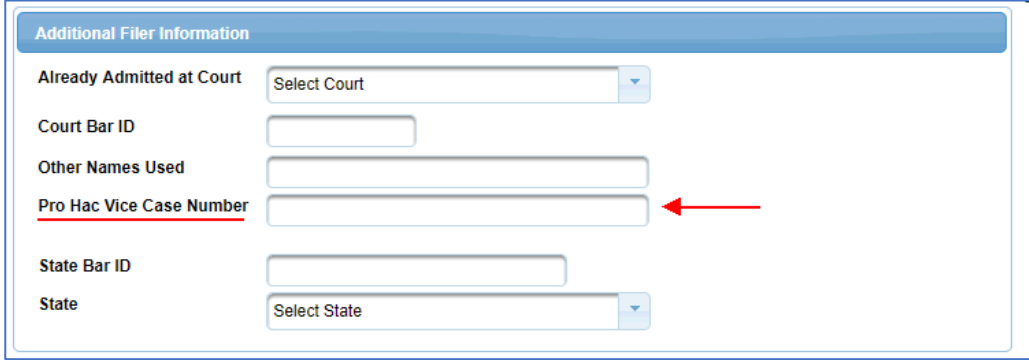


OKED PHV Electronic Filing Registration

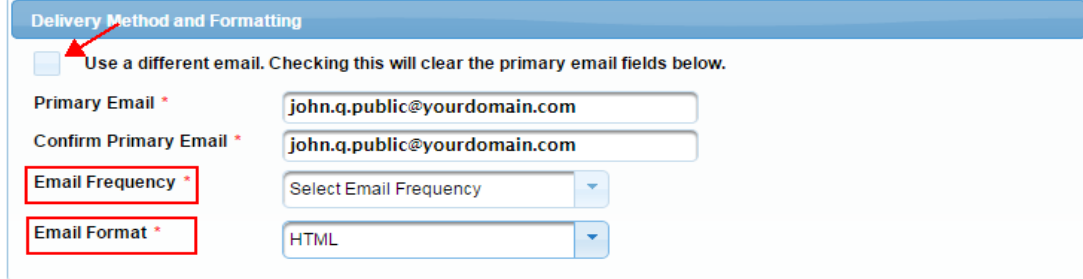
The U.S. District Court for the Eastern District of Oklahoma is a NextGen CM/ECF court.

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	Open a web browser and navigate to www.pacer.gov. Click on the Manage My Account Login link.  Manage Your Account Create a PACER account or log in to manage your account and pay a bill. Manage My Account Login Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically. Log in to Manage My Account
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? Forgot Your Password? Forgot Username? This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.
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 Settings Maintenance Payments Usage Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration

4	Select Attorney Admission/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. 
6	On the “What Would You Like to Apply/Register For?” screen, click the Pro Hac Vice link. 
7	Complete all sections of the Additional Filer Information screen and click Next. * You must enter the case number in which you plan to Appear Pro Hac Vice. 
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.

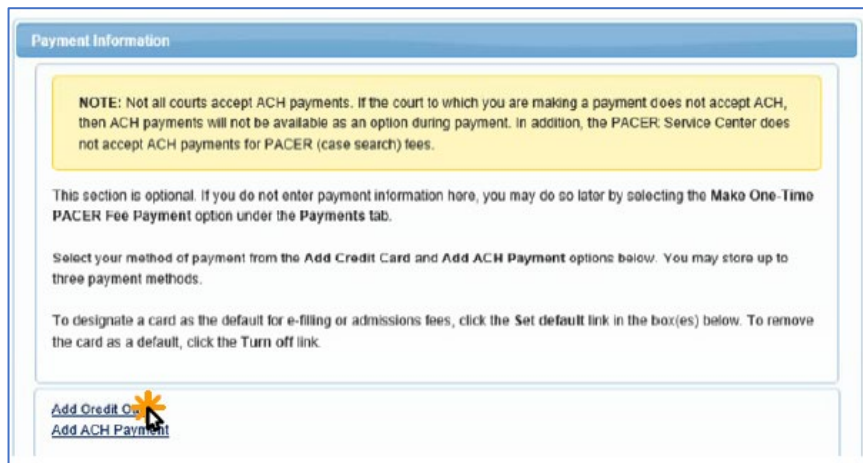
Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for electronic notice in your cases.



In **Email Frequency** dropdown, Select **Once Per Day** for a daily summary notification or **At The Time of Filing** for individual notice. Select HTML from the **Email Format** dropdown unless you are having difficulty with your emails.

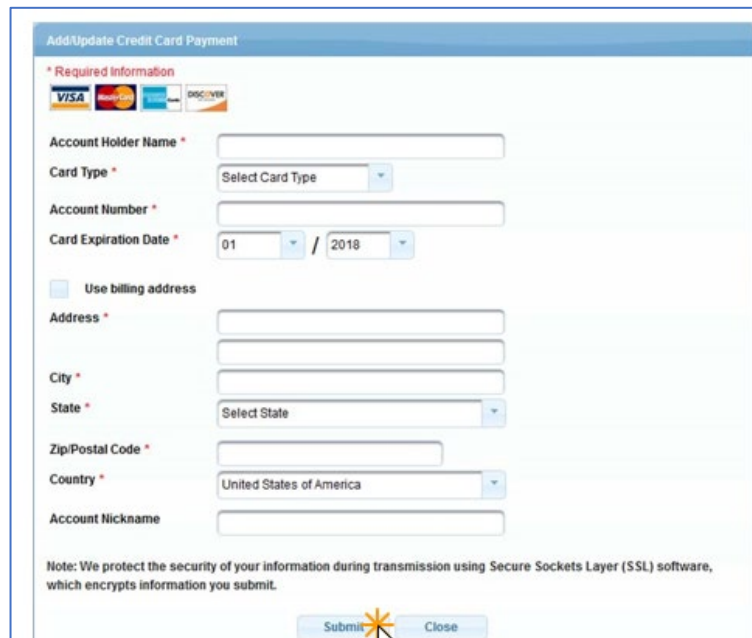
9

Click Add **Credit Card** to enter payment information, if desired. Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** without entering any information on this screen.



10

If entering card information, complete the required fields and click **Submit**.



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-filing 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.

 ☒ Autobill PACER fees ☐ E-filing fees default ☐ Admissions fees default XXXXXXXXXXXX1111 01/2020 John Public 123 Any Street Your Town, MN 55415 Update Delete	 ☐ Autobill PACER fees ☒ E-filing fees default ☒ Admissions fees default XXXXXXXXXXXX1881 01/2020 John Public 123 Any Street Your Town, MN 55415 Update Delete	Add Credit Card Add ACH Payment
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Next Back Cancel

12

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 **Submit**.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

 Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

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

13

You will receive automatic notification that your submission has been received.

Confirmation Page

THANK YOU FOR REGISTERING!

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 **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

14	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. 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/pscof/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 <u>Transaction Status: Processed</u> <u>Comment:</u> 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.
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