

Submitting Civil Case Initiating Documents

OVERVIEW

Attorneys may choose to file new cases electronically by following the appropriate event filing instructions which are located on the Court's website. To access the instructions, go to www.oknd.uscourts.gov > CM/ECF Information tab > Filing Instructions – Civil. New case instructions are listed under the Initial Type Documents category.

PROCEDURES

After receiving a party's new case email containing the appropriate new case documents, the Clerk's Office will set up a case shell which includes assignment of a case number and a judge. The Clerk's Office will attempt to set up the case shell by the end of the following business day. After such setup, an email will be sent by the Clerk's Office to the original email sender who shall file the new case documents within three (3) business days and electronically pay any appropriate filing fee using CM/ECF.

The official file date for the case and the new case documents will be the date on which your new case documents are e-filed by you into CM/ECF in the case and NOT on the date which the new case documents were emailed to the Clerk's Office or on the date that the case shell was set up.

If the case is resolved during the filing process for any reason, the party must still complete the filing process, pay any filing fee due, and may dismiss the case immediately thereafter. If the party fails to file the new case documents within three (3) business days, the Clerk shall file the documents and notify the party of any filing fee that is due. In all instances, the filing date will be the actual date the new case documents are e-filed into CM/ECF.

If the case is later re-filed for any reason and assigned a new case number, the filing party shall file a notice of related case advising of the earlier filing and dismissal.

These procedures are implemented to maintain the integrity of random case assignment and to enhance compliance with judiciary auditing procedures.

If you have a statute of limitations issue/problem with this case, contact our CM/ECF Help Desk at 918-699-4844 or toll free at 866-213-1957 during regular business hours (8:30 a.m. - 4:30 p.m., Monday - Friday).