

Important Information for Filing Electronically in the Northern District of Oklahoma

Each user assigned a login and password to the CM/ECF System in the Northern District of Oklahoma is responsible for knowing and understanding the following information for filing electronically. If you have any questions after reviewing all the information, please contact us at the number below with any questions

You are responsible for reviewing and understanding the Local Rules and CM/ECF Administrative Guide of Policies & Procedures for this Court.

- **Redaction Responsibility:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.
- **Signatures:** In accordance with Local Rule 9011-1, Fed. R. Bankr. P. 9011, and Fed. R. Civ. P. Rule 11, all documents filed through the CM/ECF system, must contain required signatures. The attorney of record is responsible for delivering the appropriate pleadings to the client and having them read and sign the pleadings before they are filed with the Court. When the attorney places the “s/” and the client’s name on the pleading, it represents that the client has read and signed the pleading, and that the signed pleading is in the possession of the filing attorney.
- **Fees:** All filing fees must be paid on the calendar day on which the transaction requiring a fee occurs.
- **Judge’s Procedures:** The Judge of the Northern District of Oklahoma has procedure posted on our website, please also become familiar with those procedures before filing.
- **Formatting Documents:** Please ensure before filing that you are filing the proper pleading in the proper case. The debtors name and case number on the pleading must match the information in CM/ECF or your pleading may be stricken.

If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

Phone: 918-699-4072

Email: cmecf@oknb.uscourts.gov