

# Local Court Information

## Court Hours

The Courthouses are open to the public between 7:00 a.m. and 6:00 p.m. Monday through Friday except for Federal holidays. The Court Clerk's Office is open between the hours of 8:30 a.m. and 4:30 p.m. (Central Time) Monday through Friday, and telephones are answered between 8:00 a.m. and 5:00 p.m.

## Courthouse Entry

A photo ID is required to enter the courthouses.

## Electronic Devices

Electronic devices include cellular phones (with or without picture taking capabilities), personal digital assistants, and Blackberrys or similar devices.

Attorneys will be permitted to bring electronic devices into the Federal Courthouses if they have a current Electronic Access Card. The Request Form for an Electronic Access Card is only available at the Court Clerk's Office.

When vouched for by an attorney, persons who frequently assist in legal matters (runners, legal assistants, consultants, and expert witnesses needed for trial, etc.) may obtain an Electronic Access Card if necessary.

Cameras and tape recorders made solely for no other purpose than visual or audio recording will not be permitted.

## Drop Box

Outside of normal hours of operation at the Oklahoma City Court Clerk's office, pleadings may be left in the "drop box". It is located just outside the double doors of the Court Clerk's Office on the first floor. The drop box is accessible when the courthouse building is open to the public between 7:00 a.m. and 6:00 p.m. The documents are picked up by our staff each day and file-stamped the day that they are placed in the box.