


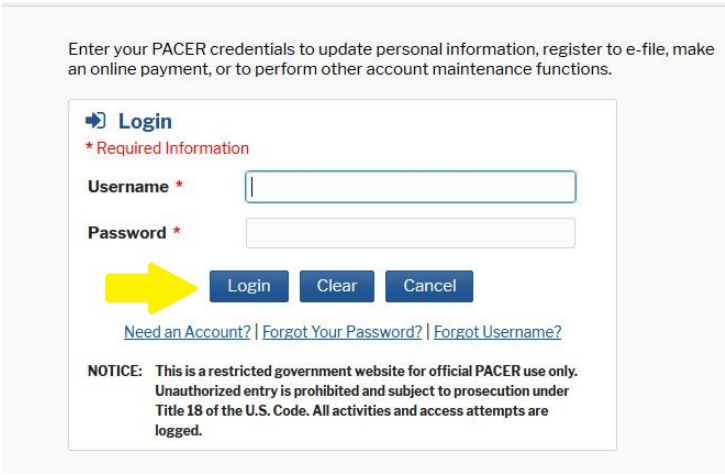
## OKWD Admitted Attorneys Electronic Filing Registration

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

**To request e-filing access, you must have an upgraded individual PACER account and be admitted to practice in the U.S. District Court for the Western District of Oklahoma.**

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, review the procedures on the previous page for upgrading your account.

Once you have a PACER account, follow the steps below to request filing access. If not admitted to practice in the U.S. District Court for the Western District of Oklahoma, your request will be rejected.

STEP	ACTION
1	<p>Open a web browser and navigate to <a href="http://www.pacer.gov">www.pacer.gov</a>. Click on “<b>Manage Your Account</b>” from the Quick Access blocks. Select “manage my account login” and then “log in to manage my account.”</p>  <p>The screenshot shows a heading "What can we help you accomplish?" followed by four cards. The first card is "Search for a Case", the second is "Filing Electronically", the third is "Manage Your Account" (highlighted with a yellow border), and the fourth is "Move to NextGen CM/ECF".</p>
2	<p>Enter your <b>PACER Username and Password.</b></p>  <p>The screenshot shows a login form with the heading "Login" and a sub-heading "* Required Information". It contains two input fields: "Username *" and "Password *". Below the fields are three buttons: "Login", "Clear", and "Cancel". A yellow arrow points to the "Login" button. Below the buttons are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."</p>

3

Select the **Maintenance** tab:

<b>Account Number</b>	7003400
<b>Username</b>	TestUserTR3400
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)

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Select **Attorney Admission/E-File Registration**:

Settings **Maintenance** Payments Usage

[Update Personal Information](#) **[Attorney Admissions / E-File Registration](#)**  
[Update Address Information](#) [Non-Attorney E-File Registration](#)

5

From the **Court Type** list, select US District Courts. From the **Court** list, select Oklahoma Western District – NextGen. Click Next.

**In what court do you want to practice?**  
 \* Required Information

Court Type \*

Court \*

**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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

6 On the “WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?” screen, click the **E-File Registration Only** link.

**What would you like to apply/register for?**

Attorney Admissions and E-File

**E-File Registration Only**

Pro Hac Vice

Multi-District Litigation

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

7 Scroll down to the middle section and complete all sections of the **Additional Filer Information**. Under that section you also **MUST** complete the **Delivery Method and Formatting** section of the form. This is used for electronic notification. Email address information comes from your existing PACER information.

**\*Failure to provide information may result in delay or rejection of e-filing privileges.**

**Additional Filer Information**

Already Admitted at Court: OKLAHOMA WESTERN DISTRICT

Court Bar ID: 0000

Other Names Used: Other Name

Most Recent Case (in court where you are registering): CR-00-00-00

State Bar ID: 0000

State: Oklahoma

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

Primary Email \*: john.q.public@yourdomain.com

Confirm Email \*: john.q.public@yourdomain.com

Email Frequency \*: Select Email Frequency

Email Format \*: Select Email Format

Next Back Reset Cancel

8 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.

**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.

[Add Credit Card](#) [Add ACH Payment](#)

**Next** **Back** **Cancel**

9 After clicking **Next** from the Payment Information screen, review the **E-Filing Terms of Use**.

*(Cont.)*

## Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

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

- Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*
- Click 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

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The Court will review your e-filing request and provide you with further instructions via email.

## 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