

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

ECF REGISTRATION FORM PROCEDURES

These procedures shall be used to register for an account on the Court's Electronic Filing ("ECF") system. Only those registered with the Court's ECF system will be able to electronically file documents with the Court.

You must have an upgraded, individual PACER account to file in the Western District of Oklahoma.

1. Please follow the instructions at this link to complete the eFile registration process:

https://www.okwd.uscourts.gov/wp-content/uploads/PDF_A-OKWD_Admitted_Attorneys_Electronic_Filing_Registration.pdf

2. Once you receive an email that your registration is approved, you will be able to log in using your PACER credentials at this link for eFiling:

<https://ecf.okwd.uscourts.gov/>

3. Please use FireFox or Internet Explorer when eFiling.

Questions regarding Attorney Admissions should be directed to the Help Desk email:

helpdesk@okwd.uscourts.gov

For questions regarding CM/ECF or your eFile Registration, please call the Help Desk:

[\(405\) 609-5555](tel:4056095555)

BY SUBMITTING YOUR REGISTRATION TO FILE IN THIS COURT, YOU CERTIFY AND AGREE TO THE FOLLOWING:

1. I have read the Court's most recent local rules and general orders regarding electronic filing and the most recent version of the Court's ECF Policy Manual, all of which can be found in the local rules section of the Court's website at www.okwd.uscourts.gov.
2. I agree that the combination of my User Login and Password will serve as my signature for purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and any applicable statute or regulation of the United States. Consequently, I agree to protect the security of my User Login and Password.
3. If I suspect someone is using my User Login and Password without my permission, I agree to change my PACER password immediately.
(PACER Help Desk for password assistance: 800-676-6856)
4. A participant's registration with the Court's ECF system shall constitute a waiver of conventional service of papers. Other than service of a summons or complaint, I agree that the service required by Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c) shall be given to me by electronic transmission through the Court's ECF system to the E-mail Address for Service provided above. I agree that transmission to me at my E-mail Address for Service of a Notice of Electronic Service constitutes service on me of the paper or papers identified in the Notice for purposes of Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c).
5. If any of the information provided on this form changes, I agree to comply with the Court's local rules regarding changes of address.