

**United States District Court  
Northern District of Oklahoma**

**ECF REGISTRATION FORM**

This form shall be used to register for an account on the Court's Electronic Case Files ("ECF") system. Only those registered with the Court's ECF system will be able to electronically file documents with the Court. The following information is required to register with the Court's ECF system:

**Note:** Please type, print out, sign, and date form.

**Personal Information:**

Last Name:	Last 4 Digits of Soc. Sec. No.:	
First Name:	Mother's Maiden Name:	
Middle Name:	Suffix (Sr., Jr., etc.):	
Are you a member in good standing of the bar of this Court? _____ Yes _____ No Otherwise, state the basis for your registration (e.g., receiver, mediator, admitted <i>pro hac vice</i> , etc.):		
Oklahoma Bar Number:	Other Bar Number:	State:

**Firm/Office Information:**

Firm Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	
E-Mail Address for Service <small>(transmission of ECF Notices to this address constitutes service under the Federal Rules):</small>		
Additional E-Mail Addresses <small>(optional-limit of two) (courtesy copies of ECF Notices will be transmitted to these addresses):</small>		
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**Other ECF Accounts:**

<input type="checkbox"/> I have an ECF Account in another district. Please assign me the same User Login indicated below for use in this district. I understand that the Clerk in this district will issue me a different password.	
District:	User Login:

**For Court Use Only:**

User Login Assigned:	Password Assigned:
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**Your User Login and Password will be mailed to you by the Clerk upon processing this form.**

**BY COMPLETING THIS FORM 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 CM/ECF Administrative Guide of Policies and Procedures, all of which can be found in the local rules section of the Court's website at [www.oknd.uscourts.gov](http://www.oknd.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 password immediately using the ECF system's utility menu, and to notify the Clerk by e-mail at [CM-ECFIntake@oknd.uscourts.gov](mailto:CM-ECFIntake@oknd.uscourts.gov).
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 complete the Attorney CM/ECF Information Update Form provided by the Court. The form is available at the Clerk's office or on Oklahoma Northern District's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Return the original of this form to:**

CM/ECF Registration  
Phil Lombardi  
Court Clerk  
333 West 4<sup>th</sup> Street, Rm 411  
Tulsa, OK 74103