

## CM/ECF CHANGE REQUEST FORM

Use this form to request to modify an *existing* civil or criminal event, report, or other miscellaneous item, or to add a *new* event, report, or other miscellaneous item to CM/ECF. Use a separate form for each request that you want to submit. Before completing the form, please select one of the following options:

**Modify Existing Event, Report, etc.**

**Add New Event, Report, etc.**

<b>PART I: EVENTS</b>			
<b>Current Event Title</b> (if applicable):			<b>Date:</b>
<b>New or Modified Event Title:</b>			
<b>Event Category/Subcategory:</b> <small>(Example: Civil - Answers/Answers to Complaints)</small>			
CHECK ALL THAT APPLY			
<b>ACCESS AUTHORITY</b> Internal External Both	<b>SPECIFIC GROUP ACCESS</b> Attorney Docket Clerk Judge PACER User Quality Control	<b>ADD</b> Attorney Judge Party  <b>TERMINATE</b> Attorney Judge Party	<b>MISCELLANEOUS</b> Prefix Box Required Free Text Box Required PDF Document Filed Link to Document Case Flag Private Entry
<b>Set Deadline</b> (Specify Type)		<b>Fee</b>	
<b>Satisfy Deadline</b> (Specify Type)		<b>Other</b>	
<b>Specify an Event:</b> (that this event could be modeled after)			
<b>Final Docket Text:</b> (indicate Prefix and Free Text Box with a -x-)			
<b>Additional Requirements:</b>			

**PART II: REPORTS**

Current Report Name (if applicable):

Date:

New or Modified Report Name:

Suggested Addition or Modification:

**PART III: MISCELLANEOUS**

**Purpose:** Use this section to submit requests for new categories, screen design changes, or other CM/ECF items that are not related to events or reports.

Suggested Addition or Modification:

Name:

Phone:

Please submit completed form to: Mark McCartt, Chief Deputy Clerk  
U.S. District Court  
333 West 4<sup>th</sup> Street  
Tulsa, OK 74103

Or, submit the form as a pdf attachment using the **Feedback** option on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

**For Office Use Only**

Approved By:

Date: