

Action Required: CM/ECF Unavailable beginning at Noon Friday 8/9/2019 through Sunday 8/11/2019 at Midnight

The United States District Court for the Northern District of Oklahoma will upgrade its CM/ECF software to the Next Generation (NextGen) of CM/ECF on August 12, 2019.

The Court's CM/ECF system will be unavailable beginning at Noon Friday, August 9th through Sunday, August 11th at Midnight, while the system is being upgraded. The Court Clerk will accept time-sensitive filings via email during the three-day upgrade period (August 9-11, 2019), if sent in PDF format to cmecf@oknd.uscourts.gov (a temporary email box created only for this purpose). Documents submitted in this manner will be deemed filed as of the date received by the Court Clerk and will be entered on the docket by Clerk's Office staff as soon as is practical.

Attorneys and pro se parties with permission to electronically file (E-filers) **must take steps (listed below)** in order to continue to electronically file in OKND on or after August 12, 2019.

- **STEP ONE: Obtain an Individual PACER Account** - Each E-filer MUST have his/her own PACER account. If you do not currently have an individual PACER account, you must [create one](#).
- **STEP TWO: Upgrade Your Legacy PACER Account** - If you already have an individual PACER account, it MUST [be upgraded](#).

CJA Panel Attorneys: After upgrading your account, click [here](#) for additional instructions on how to request that CJA exemption privileges be added to your individual upgraded PACER account and how to select the appropriate status (exempt or non-exempt) when accessing PACER.

- **STEP THREE: Know Your Account Credentials** - AFTER the Court upgrades to NextGen CM/ECF, E-filers must use the following credentials to link their individual upgraded PACER account to their OKND CM/ECF account:

1. Your current OKND CM/ECF login and password for filing documents in this Court.

- If your login/password is stored in the browser, it will be lost and not recoverable once the Court upgrades to NextGen CM/ECF.
- To retrieve a forgotten CM/ECF login, please call the Court's CM/ECF Help Desk (at 918-699-4844 or toll free at 866-213-1957) anytime Monday through Friday between the hours of 8:30 AM and 4:30 PM.
- If you do not know your CM/ECF password, click [here](#) to reset your password.

2. Your individual upgraded PACER account username and password.

- To retrieve a forgotten PACER username, please use PACER's [Retrieve Username](#) option.
- To reset a forgotten PACER password, please use PACER's [Reset Password](#) option.

- **STEP FOUR: Link Your OKND CM/ECF Account to Your Upgraded PACER Account** - **On or after August 12, 2019**, E-filers MUST [link their existing CM/ECF accounts to their upgraded PACER accounts](#) for Central Sign On. (E-filers will NOT be able to e-file in NextGen CM/ECF until their existing CM/ECF account is linked to their individual upgraded PACER account.) This must be done AFTER the Court upgrades to NextGen CM/ECF.

Feel free to contact the Clerk's Office directly with any questions or visit the NextGen CM/ECF page on our website at www.oknd.uscourts.gov.