

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA

PRO SE EMAIL FILING - ADMINISTRATIVE PROCEDURES

INTRODUCTION

If you are representing yourself without the benefit of an attorney, you are known as a pro se litigant. Pro se litigants have four options for submitting documents for filing:

- by mail
- in person by bringing documents to the Court Clerk's office
- electronic filing, if authorized
- by email (Pro Se Email Filing) if every condition listed below is met

CONDITIONS

Pro Se Email Filing:

- must only be made by a pro se litigant
- must only be used for an existing civil action in this Court in which the pro se litigant is a party not authorized to file electronically
- must not be used to initiate a new action or to submit criminal documents for filing
- must be made in accordance with the procedures and requirements set forth below

PROCEDURES AND REQUIREMENTS

Any pro se party choosing to submit documents for filing by email, must meet every condition for Pro Se Email Filing listed above and must also comply with the following procedures and requirements for Pro Se Email Filing:

- **PREPARE.** Prepare documents for filing by email in the same manner as when mailing or filing the documents in person at the Court Clerk's office. All documents submitted to the Court Clerk's office for filing (by mail, by email, through CM/ECF, or in person) must comply with all applicable federal and local rules. Failure to comply with the rules may result in the document being rejected by the Court.
- **SIGN AND SCAN.** For each document to be filed, the pro se party must sign it by hand and then scan it into PDF format. (The documents will be attached to the email as a PDF for submission to the Court.)
- **CONTACT INFORMATION.** The body of the email and each document to be filed must contain the filing pro se party's name, address, telephone number, and email address (if available).
- **SUBJECT LINE.** The subject line of the email must state "PRO SE FILING - [case number]" (as shown in the following example). *Example:* PRO SE FILING - 21-CV-9999
- **ATTACH.** Attach the signed, scanned documents for filing, in PDF format, to the email.
- **PROHIBITED INFORMATION.** Additional comments, questions, other messages, or attached correspondence in the email will be disregarded.
- **FILING DATE.** Documents submitted for filing by email will not be considered filed until Clerk's Office staff have uploaded them into CM/ECF. However, the date the email is received by the Court Clerk's office in the **Pro Se Filings OKND** email inbox will be considered the filing date for any documents received as email attachments and later filed into CM/ECF.
- **SEND.** Send the email, with attached PDF documents for filing, to ProSeFilingsOKND@oknd.uscourts.gov. Pro se documents emailed to any other @oknd.uscourts.gov email address will not be accepted for filing and will receive no response. Also, please note this email address is solely for submitting attached PDF

documents for filing; any other documents or emails sent to this address for any purpose other than submitting attached PDF documents for filing will be disregarded.

- **SERVE.** These procedures do not alter the responsibility of the parties to effect service as required by the Federal Rule of Civil Procedure 5.
- **REVIEW.** Within typically 1-2 business days of receipt, Clerk's Office staff will review the email and attached documents and verify they meet the conditions for and comply with the procedures and requirements for Pro Se Email Filing. Emails and attached documents that meet the conditions and comply with the procedures and requirements for Pro Se Email Filing will be filed. Emails and attached documents that do not meet the conditions and/or do not comply with the procedures and requirements for Pro Se Email Filing will not be filed.
- **REVIEW RESULTS.** Clerk's Office staff will reply to the original email with confirmation the documents were either filed, or not filed and why they were not filed.

REVISION HISTORY

<u>Date:</u>	<u>Description:</u>