

Rule 49 – Serving and Filing Papers

OKLAHOMA NORTHERN DISTRICT COURT – REDLINE VERSION

LCrR49. Serving and Filing Papers.

~~49.1 Identification of Filing Attorney.~~

~~— All pleadings and motions shall have the signing attorney’s firm name, address, telephone number, e-mail address, and state bar membership number (if applicable) typed under the signature line.~~

~~49.2 General Format of Paper Presented for Filing.~~

~~— All pleadings, motions, and other papers presented for filing shall be on 8 ½ x 11 inch white paper of good quality, flat and unfolded, and shall be plainly typewritten, printed, or prepared by a clearly legible duplicating or facsimile process without interlineations. The text shall be double spaced in a font or typeface that contains no more than 12 characters per inch, except for quoted material, which may be single spaced. Each page shall be numbered consecutively. The text of footnotes may be single spaced in a font or typeface that contains no more than 12 characters per inch. This rule is not intended to prohibit the appropriate use of scalable fonts.~~

COVERED UNDER PROPOSED LOCAL GENERAL RULE 2-4

~~49.3 Filing by Electronic Means.~~

~~— The Clerk will accept papers filed, signed, or verified by electronic means that are consistent with technical standards, if any, that the Judicial Conference of the United States establishes. Any paper filed by electronic means pursuant to these rules constitutes a written paper for the purposes of applying these rules. Papers filed by electronic means shall be governed by the Court’s CM/ECF Administrative Guide of Policies and Procedures and orders of the Court. Electronic case filing is mandatory except as specifically exempted in the Administrative Guide of Policies and Procedures.~~

COVERED UNDER PROPOSED LOCAL GENERAL RULE 2-4.

49.449.2 **Change of Address; Proof of Service.**

- (a) All papers shall contain the name, mailing address, daytime telephone number, fax number, and e-mail address, if any, of the attorney or pro se litigant. If any of this information changes, the attorney or pro se litigant must notify the Court by filing the form provided by the Clerk and serving a copy on opposing counsel or pro se parties. Papers sent by the Court will be deemed delivered if sent to the last known address given to the Court. If applicable, the attorney or pro se litigant is further required to comply with Administrative Guide procedures regarding Change of Contact Information.
- (b) Proof of service of any papers required to be served shall be made by the certificate of any attorney of record or pro se litigant, or if made by any other person, the affidavit of such person.
- (c) Receipt of the Notice of Electronic Filing generated by the Court’s Electronic Case Filing System shall constitute the equivalent of service of the paper identified in the notice on persons who have consented to electronic service and who have waived their right to service by personal service or first class mail.

~~49.5 Sealed Documents.~~

- ~~(a) **Policy.** It is the policy of this Court that sealed documents are disfavored. The Court strongly urges attorneys to present all arguments and all documents in unsealed pleadings. In an effort to do this, attorneys should use good judgment in generically referring to matters without revealing confidential information.~~
- ~~(b) **Caption of Sealed Documents.** Underneath the case number, in the style of any document sought to be sealed, the document shall be marked in all caps, "SEALED."~~
- ~~(c) **Sealed Documents in Public Cases.** A person seeking to file a document under seal in a public case shall electronically file the sealed document.~~
- ~~(d) **Documents in Sealed Cases.** Documents to be filed in sealed cases (nonpublic cases) must be filed in paper format.~~