

General Rule 2 – Method and Format of Filing

OKLAHOMA NORTHERN DISTRICT COURT – PROPOSED NEW RULE

LGR2-1 Electronic Filings

Filing by electronic means is mandatory for attorneys. Pro Se parties are not authorized to file electronically unless authorized by the court. If the court permits, a pro se party may register as a CM/ECF user solely for purposes of a particular action. If during the course of the action, the party retains an attorney who appears on the party's behalf, the attorney must advise the clerk's office to terminate the party's registration as a CM/ECF user.

Papers filed by electronic means shall be governed by these rules and the Court's CM/ECF Administrative Guide of Policies and Procedures ([Administrative Guide](#)) available from the clerk's office and on the court's web site.

LGR2-2 Paper Filings

The following documents are not authorized to be filed electronically, and must be filed in paper form. Parties may file paper documents by mail or in person at the clerk's office.

- 1) Documents filed in sealed cases:
- 2) Other filings approved by the assigned judge to be filed conventionally.
- 3) Original state court records and transcripts in capital (death penalty) habeas matters.
- 4) Items that cannot be converted to Portable Document Format (PDF) (e.g., video tapes, CDs, DVDs, blueprints, etc.)

LGR2-3 Email Filings

Parties not authorized to file electronically may file papers in civil matters by email sent to the clerk's office as provided in our [Administrative Guide](#). Such papers, when transmitted through email, must comply with all provisions of these rules and the Federal Rules of Civil Procedure regarding the form, format, service, and signature of pleadings and papers.

LGnR2-4 Format of Papers Presented for Filing.

- (a) **All Filings.** All papers presented to the Clerk for filing by electronic means or in paper form shall be double-spaced, if typewritten, using only one side of the paper and a paper size of 8 ½ inches wide by 11 inches long. The print style, including footnotes, shall not be smaller than twelve (12) characters to an inch (i.e. 12 pitch font), and margins shall be a minimum of one inch on the top, bottom and sides. The use of “Exactly 24 pt” spacing is not permitted. All papers shall be clearly legible.
- (b) **Paper Filings.** Unless the court orders otherwise, all papers presented to the Clerk for filing in paper form shall consist of an original only.

LGnR2-5 Hyperlinks

Hyperlinks are only permissible for providing links to legal references and citations. Hyperlinks should not be included to advertise a product or for any other reason not related to the legal issues raised in the pleading. The Court shall enter an order to strike and remove any pleading that contains an inappropriate hyperlink and direct the party to refile the document without the hyperlink.