

# Submitting Physical Items (not Convertible to PDF Format) for Filing

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## RULES FOR USE

- Use this procedure when submitting physical items that cannot be converted to PDF format (e.g., video tapes, CDs, DVDs, thumb drives, blueprints, etc.) to the Court for filing pursuant to LGnR2-4(c).
- Direct any questions about this procedure to the Clerk's office at [918-699-4700](tel:918-699-4700).

## INSTRUCTIONS

1. Submit the item(s) to the Court, either in person at or through the mail to, the address below.

Clerk, United States District Court  
Northern District of Oklahoma  
333 West Fourth Street, Room 411  
Tulsa, OK 74103-3819