

# Submitting Proposed Documents

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## RULES FOR USE

- Use this procedure when submitting proposed documents to the Court.
- As used in this procedure, the term “proposed documents” refers to any proposed order, proposed judgment, or proposed document to be issued by the Court.
- Direct any questions about this procedure to the Clerk's office at [918-699-4700](tel:918-699-4700).

## POLICIES

- All proposed documents must refer to the docket number of the motion, if applicable.
- All proposed documents shall be in a format compatible with Microsoft Word, which is a “Save As” option in most word processing software. Proposed orders in PDF format will not be accepted.
- Do not file proposed documents as an attachment to a document unless otherwise directed by the Court. For example, LCrR17 requires the movant to attach to a motion for subpoena: 1) the proposed subpoena; and 2) a proposed order.

## INSTRUCTIONS

1. Email the proposed documents to the Court at [CM-ECFIntake\\_OKND@oknd.uscourts.gov](mailto:CM-ECFIntake_OKND@oknd.uscourts.gov), by using either standard email or the Proposed Orders feature, which is available on both the Civil and Criminal menus in CM/ECF.