## Welcome to Electronic Case Filing (ECF)

For security purposes, all those wishing to access the ECF System must register with a valid email address and create an ECF account.

To search only, register for a read-only General Public Account.

To file cases and documents, register for the appropriate ECF Filer Account. The four (4) Filer Account Types are discussed below.

## **IMPORTANT POINTS:**

- In ECF, an email address can only be associated with one ECF account.
  - If you have registered for a read-only account but wish to register for an account with filing permissions, you will need to register for that account with a different email address or contact the Court Clerk's office to change the account type assigned to your email address.
- You can register for a read-only General Public Account at any time of day.
  - It should take less than twenty (20) minutes to receive an automatic system email directing you to confirm you email address.
  - Once that is done, you will be registered and will have access to the system's search tools.
- Whether filed by the ECF Filer Account registrant, or on behalf of the registrant by support staff, documents should be filed using the registrant's credentials, *e.g.*, an attorney's username and password.
  - The additional email fields on the registration screen can be used to ensure that support staff receive copies of all emailed notices.
- The registration process for an account with filing privileges (ECF Filer Account) requires a review by the Court Clerk's Office of the registration information submitted.
  - If you submit information to register for an ECF Filer Account after the OCC's business hours, the account cannot be approved and activated until the next business day.
  - ECF Filer registrations submitted late during an OCC business day may, likewise, not be approved until the next business day.

## Registering as a Read-Only General Public ECF User:

To search and review cases and case documents, register for a read-only **General Public** account.

Begin by going to the Oklahoma Corporation Commission website and follow the prompts to navigate to the ECF System.

On the Welcome page, click **Don't have an account? Click here to register**:

Welcome to the Oklahoma Corpora Filing (ECF	tion Commission's Electronic Case <sup>-</sup> ) System
ECF is intended to streamline filing cases a Office and to provide a powerful case and d	nd documents with the Court Clerk's ocument search tool.
For security purposes, all those wishing to access	Login
the ECF System must register with a valid electronic	Username
mail address and create an ECF account. To search only, register for an ECF User Account. To file	Usemame
cases and documents, register for the appropriate	Password
ECF Filer Account.	Password
Rules for electronic filing and service of documents via the ECF system are in Chapter 5 of the Commission's Rules of Practice, 165:5-1-11 et seq. See the <u>ECF User Manual</u> for additional information and instructions.	Cancel Forpot your password? Don't have an account? Click here to register.
Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: courtclerk@occ.ok.gov.	

Fill in the information on the Registration screen:

External User Registration	
Enter information to register a new Okl Commission IMS account:	ahoma Corporation
First Name	
Jane	
Last Name	
Public	
Email - Note that your email address will be yo	ur Username
generalpublicecf@gmail.com	
Phone Number	
918-529-3597	
Password	
	Show
Confirm Password	
	Show

**NOTE:** The email address entered on the Registration screen will be your ECF Username.

When you move the curser into the Password field, a pop-up window will appear with password requirements.

Once the required information is filled in and the password confirmed, click **Register**:

If all fields are completed and the password is accepted, a Registration Confirmation message will appear:



Check the Inbox for the email address you provided for a No-Reply email from the Oklahoma Corporation Commission with the subject line: "OCC IMS Account Registration – Please verify your email address".

**NOTE:** Emails are sent from the ECF System in batches, approximately every 20 minutes. It may take up to twenty minutes to receive this confirmation email. Be sure to check any Junk or Spam folders if the email does not arrive in your inbox.

Open the email and click Confirm Email:

M Gmail
OCC IMS Account Registration – Please verify your email address
Oklahoma Corporation Commission <noreply.okcourtclark@public.govdelivery.com> Reply-To: courtclerk@occ.ok.gov To: generalpublicecf@gmail.com</noreply.okcourtclark@public.govdelivery.com>
Thank you for requesting an Oklahoma Corporation Communication's Information Management System account.
To complete your registration you must validate your email ddress and provide additional information based on the user role requested.
Click the following link to confirm the email address: Confirm Email
This is an automated email. If you did not initiate this request, please delete this email and do not click on the link above. Please do not reply to this email .

A new ECF tab will open in your browser.

Fill in your email address as the Username.

Fill in your ECF password.

Click Login:

Welcome to the Oklahoma Corporation Commission's Electronic Case Filing (ECF) System						
ECF is intended to streamline filing cases ar Office and to provide a powerful case and do	nd documents with the Court Clerk's occument search tool.					
For security purposes, all those wishing to access	Login					
the ECF System must register with a valid electronic	Username					
only, register for an ECF User Account. To search	generalpublicecf@gmail.com					
cases and documents, register for the appropriate	Password					
ECF Filer Account.						
Rules for electronic filing and service of documents	Remember My Login					
Commission's Rules of Practice, 165:5-1-11 et seq.	Login Cancel					
See the ECF User Manual for additional information and instructions	Forgot your password?					
	Don't have an account? Click here to register.					
Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: courtclerk@occ.ok.gov.						

On the next screen select your account type. (In this example, the type is General Public.)

Check the box, indicating your agreement with the Terms of Use, to register.

Account_Type / Request
Your Current Account Type is Not Selected.
Welcome to the Oklahoma Corporation Commission (OCC) Electronic Case Filing (ECF) System. To apply to be a registered to Filer or ECF User, please request the account that best suits your needs. Note: The ECF File the units include the view and search functionality of the ECF User account.
General Public: ECF User account for searching and viewing documents filed in cases and rulemaking proceedings at the Oklahoma Corporation Commission ("Commission").
O Oklahoma Attorney: ECF Filer account for filing documents in Commission cases.
O Out of State Attorney Admitted Pro Hac Vice: ECF Filer account for filing documents in Commission cases – limited to cases in which the registrant has been admitted to practice in Oklahoma pro hac vice.
Self-Representation ("pro se"): ECF Filer account for filing documents in Commission cases – limited to cases in which a non-attorney registrant is representing him or herself.
Company Representations (CF Filer account for non-attorney company representative to file documents in any Commission case in which no judicial hearing is required, e.g. Oklahoma Universal Service Funding requests where the stator's determination is not challenged. (Note: the prohibition against the unauthorized practice of Iaw is applicable to matters requiring a judicial hearing. See 5 0.5. ch. 1, app. 1, art. II, § 7.)
I agree to the terms of use below.
Terms of Use: By checking the Terms of Use box I am agreeing to the following terms of service: I agree to utilize the ECF System in accordance with applicable provisions of Chapter 5 of the Commission's rules (OAC 165.5) and the ECF System User Manual; and I understand and agree to the following: any request for an ECF Filer account constitutes my agreement to receive service on behalf of myself or any party I represent, via electronically mailed notice of filing of any pleadings (subsequent to an original Application or Complaint); it is my responsibility to supply and update the appropriate email address at which I am to receive notice of filings (i.e. service); and OCC retains the right to cancel or limit the access and/or filing rights of any ECF User or Filer.

Use the scroll bar on the right side of the screen to scroll down to fill in the remaining fields.

If you do not see the scroll bar on the right side of your screen, use the zoom settings in your browser to zoom out to show more of the screen.

Required fields are marked with an asterisk\*.

If the Physical Address is the same as the Mailing Address, fill in the Physical Address fields completely, including the zip code, before clicking Copy Mailing Address.

refix	First Name* Jane		Middle	Name				Last Nome * Public				Generatio	on/Suffix
rganization/Employer/Firm	ň.	Department			Title								
Addresses													^
Mailing Address						Physical Address:	Copy Mailing	Address					
Attention	Address 1 * 222 Exam	ple Drive	 Address 2 Suite 901			Address 1 - 222 Example Drive			Address 2 Suite 901				-
City * Oklahoma City	State * OK - Oklał	ioma	Zip Code * 73105			City* Oklahoma City		State * OK - Oklahoma		ç	Zip Code * 73105		

The email address you provided at initial registration will be filled in automatically.

To have ECF email notices sent to additional email addresses, use the two additional email address fields.

Once all *required* information, and any additional contact information you wish to provide, is complete, click **Save.** 

Primary Phone Number * (918)529-3597	Phone Number	Phone Number	
Extension	Extension	Extension	
Phone Type * Home	Select Phone Type	Plane Type Select Phane Type	
Emails			^
Primary Ernall * generalpublicecf@gmail.com	Email	Email	
			Save

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If the system does not progress to the next screen, scroll back up and ensure that all fields marked with an asterisk\* are completed and that the Terms of Service box is checked.

A pop-up confirmation will appear when the save is successful:



Click **OK**. The default landing page – Advanced Search – will open:

ECF Dectronic CaseFilling		Search	Advanced Search	<u>A</u>	8
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Favoritas	General	^			
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Main	1e. 3020-000001				
Account Access	Order Number				
My Subscriptions	Late type Date Filled				
Q Search >	Enter a date range	n	Search using filters to see results		
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	Name Search	م 			
	Second You must select at least one out	Ave to search.			
			Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call <u>415-521-2352</u> or e-mail: countclerk@iocc.ck.gov		

## **Registering for an ECF Filer Account:**

To search and review cases and documents, AND file documents in cases, register for the appropriate ECF Filer Account.

- Oklahoma Attorney:
  - ECF Filer Account for filing documents in Commission cases.
  - Requires an Oklahoma Bar Number for registration.

- Out of State Attorney Admitted *Pro Hac Vice*:
  - ECF Filer Account for filing documents in Commission cases in which the registrant has been admitted to practice in Oklahoma *pro hac vice*.
  - Requires the Commission order number admitting the registrant to appear *pro hac vice*.
- Self-Representation ("Pro Se"):
  - ECF Filer Account for filing documents in Commission cases in which a nonattorney registrant is representing him/herself.
  - Requires case number of the matter in which representing him/herself.

#### • Company Representative:

- ECF Filer Account for non-attorney company representative to file documents in any Commission case in which no judicial hearing is required, e.g., Oklahoma Universal Service Funding requests where the Administrator's determination is not challenged.
- The prohibition against the unauthorized practice of law is applicable to matters requiring a judicial hearing. *See*, <u>5 O.S. ch. 1, app. 1, art. II, § 7</u>.

**NOTE:** Whether filed by the ECF Filer Account holder, or on behalf of the registrant by support staff, documents should be filed using the registrant's credentials, *e.g.*, an attorney's username and password. (The additional email fields on the registration screen can be used to ensure that support staff receive copies of all emailed notices.)

Registering for one of the four (4) ECF Filer Account types involves the same steps as read-only General Public registration, but with an additional filing access request approval step.

The process for all four (4) ECF Filer Account types is essentially same, with some variation in required information, as indicated above.

The example below is for registering as an Oklahoma Attorney:

xternal User Registration	
Enter information to register a new Oklahoma Cor Commission IMS account:	poration
First Name	
Della	
ast Name	
Street	
Email - Note that your email address will be your Username	
Email - Note that your email address will be your Username dellastreetmasonfirm@gmail.com	
Email - Note that your email address will be your Username dellastreetmasonfirm@gmail.com Phone Number	
Email - Note that your email address will be your Username dellastreetmasonfirm@gmail.com Phone Number 867-530-9867	
Email - Note that your email address will be your Username dellastreetmasonfirm@gmail.com Phone Number 867-530-9867 Password	
Email - Note that your email address will be your Username dellastreetmasonfirm@gmail.com Phone Number 867-530-9867 Password	Show
mall - Note that your email address will be your Username dellastreetmasonfirm@gmail.com Phone Number 867-530-9667 Password 	Show

Once you have filled in the registration information and confirmed your password, click **Register**.

A registration confirmation message will appear:



An email confirmation message will be sent to the email address you provided on the Registration page.

Open the email and click **Confirm Email**:

M Gmail
OCC IMS Account Registration – Please verify your email address
Oklahoma Corporation Commission <noreply.okcourtcle @public.govdelivery.com=""> Reply-To: courtclerk@occ.ok.gov To: dellastreetmasonfirm@gmail.com</noreply.okcourtcle>
Thank you for requesting an Oklahoma Corporation Commission's Information Management System account.
To complete your registration you must validate your email and ress and provide additional information based on the user role requested.
Click the following link to confirm the email address: Confirm Email
This is an automated email. If you did not initiate this request, please delete this email and do not click on the link above. Please do not reply to this email .

A new ECF tab will open in your browser.

Enter your username (email address) and password to enter ECF through this new window.

Click Login.

Welcome to the Oklahoma Corporat Filing (ECF	tion Commission's Electronic Case <sup>-</sup> ) System
ECF is intended to streamline filing cases an Office and to provide a powerful case and d	nd documents with the Court Clerk's ocument search tool.
For security purposes, all those wishing to access the ECF System must register with a valid electronic mail address and create an ECF account. To search only, register for an <b>ECF User</b> Account. To file cases and documents, register for the appropriate <b>ECF Filer</b> Account.	Username dellastreetmasonfirm@gmail.com Password
Rules for electronic filing and service of documents via the ECF system are in Chapter 5 of the Commission's Rules of Practice, 165:5-1-11 et seq. See the <u>ECF User Manual</u> for additional information and instructions.	Cancel Cogn Cancel Forgot your password? Don't have an account? Click here to register.
Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: courtclerk@occ.ok.gov.	

On the next screen select your ECF Filer account type. In this example, the account type is Oklahoma Attorney.

**NOTE:** You must check the box, indicating your agreement with the terms of use, to register.

Your Current Account Type is Not Selected.
Welcome to the Oklahoma Corporation Commission (OCC) Electronic Case Filing (ECF) System. To apply to be a registered ECF Filer or ECF User, please request the account that best suits your needs. Note: The ECF Filer accounts include the view and search functionality of the ECF User account.
General Public: ECF User account for searching and viewing documents filed in cases and rulemaking proceedings at the Oklahoma Corporation Commission ("Commission").
( Oklahoma Attorney: ECF Filer account for filing documents in Commission cases
O Out of State Attorney Admitted Pro Hac Vice: ECF Filer account for filing documents in Commission cases – limited to cases in which the registrant has been admitted to gractice in Oklahoma pro hac vice.
O Self-Representation ("pro se"): ECF Filer account for filing documents in Commission cases - limited to cases in which a non-attorney registrant is representing him or herself.
Company Representative: ECF Filer account for non-attorney company representative to file documents in any Commission case in which no judicial hearing is required, e.g. Okishoma Universal Service Funding requests where the Administrator's determination is not challenged. (Note: the prohibition against the unauthorized practice of law is applicable to matters requiring a judicial hearing. See § 0.5. ch. 1, app. 1, art. B, § 7.)
I agree to the terms of use below.
Terms of Use: By checking the Terms of Use box 1 am agreeing to the following terms of service. I agree to utilize the ECF System in accordance with applicable provisions of Chapter 5 of the Commission's rules (OAC 165.8) and the ECF System User Manual; and I understand and agree to the following: any request for an ECF Filer account constitutes my agreement to receive service on behalf of myself or any party I represent, via electronically mailed notice of filing of any pleadings (subsequent to an original Application or Complaint); It is my responsibility to supply and update the appropriate email address at which I am to receive service on behalf of myself or any party I represent, via electronically mailed notice of filing (see Section 2000); It is my responsibility to supply and update the appropriate email address at which I am to receive notice of filing (se. service); and OCC retains the right to cancel or limit the access and/or filing rights of any ECF User or Filer.

Use the scroll bar on the right side of the screen to scroll down to fill in the remaining fields.

If you do not see the scroll bar on the right side of your screen, use the zoom settings in your browser to zoom and and show more of the screen.

Required fields are marked with an asterisk\*.

If the Physical Address is the same as the Mailing Address, fill in the Physical Address fields completely, including the zip code, before clicking Copy Mailing Address.

Ms.	First Name* Della		Middle Name Kay		Last Nome * Street		Generation/Suffix
Province to Ass	im ociates	Department		Tide			
atomey Bar Number * 170576		State* OK - Oklah	oma	•			
Addresses							~
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Addresses Mailing Addres	isi Address			Physical Add	Iress: Copy Mailing Address		~
Addresses Mailing Addres Attention Della Street	s: 1075	11* Barbara Hale Blvd	Address 2	Physical Add Address 1* 1075 Barbar	ress: Copy Mailing Address a Hale Blvd	Address 2	^
Addresses Mailing Addres Attention Della Street	5. 1075 / 	11 * Barbara Hale Blvd	Address 2	Physical Add Address 1* 1075 Barban	ress: Copy Mailing Address a Hale Bivd	Address 2ze	10097

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The email address you provided at initial registration will be filled in automatically.

To have ECF email notices sent to additional email addresses, use the two additional email address fields.

Once all required information, and any additional contact information you wish to provide, is complete, click **Save.** 

hone Numbers			^
imary Phone Number *	Phone Number	Dione Number	
1990.9001			
xtension	Extension	Extension	
ione Type *	Phone Type	Phone Type	
/ork Cell	<ul> <li>Select Phone Type</li> </ul>	Select Phone Type	
mails			
imary Email *	Email	Email	
enasueernasonnmiggman.com		El I tabi	
			Save

If the system does not progress to the next screen, scroll back up and ensure that all fields marked with an asterisk\* are completed and that the Terms of Service box is checked.

A pop-up confirmation will appear when the save is successful:

367)530-9867	Request Successfully Submitted	Phone Number	
xtension	Your account may have new permissions assigned. Your account will now be refreshed to reflect these	Extension	
ione Type York Cell	changes.	Phone Type	-
mails			^
<del>may Email</del> ellastreetmasonfirm@gmail.com	Email	Email	

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#### Click OK.

Use the Logout icon at the top right of the screen to log out.

ECF Dectronic Case Filing	🗮 🤇 🔍 Quick Search	Advanced Search	<u>8.</u>	6	•
**	Advanced Search				1
OKLAHOMA	Filters 🕥 Reset	⊯ Search Results		P.	
● Pending (Disahoma Attorney) ■ 🖻 🚖	Search Tope* Case *	Search in the Results			
Favorites	General A				
Main	Case Number				
e Account Access	Order Number				
My Subscriptions	Date Tipe Date Filed -	Search using filters to see results			
Q Search >	Enter a dute range 20				
	Search You must belief, at least one value to search				

Once the registration has been approved – typically within the same business day -- you will receive an email from the Oklahoma Corporation Commission with the subject line "OCC ECF Account Registration."



If you have not already logged out of ECF, do so.

Log back in using the same email and password:

Welcome to the Oklahoma Corporat Filing (ECF	tion Commission's Electronic Case <sup>-</sup> ) System
ECF is intended to streamline filing cases an Office and to provide a powerful case and d	nd documents with the Court Clerk's ocument search tool.
For security purposes, all those wishing to access the ECF System must register with a valid electronic mail address and create an ECF account. To search only, register for an <b>ECF User</b> Account. To file cases and documents, register for the appropriate <b>ECF Filer</b> Account.	Login Username dellastreetmasonfirm@gmail.com Password
Rules for electronic filing and service of documents via the ECF system are in Chapter 5 of the Commission's Rules of Practice, 165:5-1-11 et seq. See the <u>ECF User Manual</u> for additional information and instructions.	Remember My Login         Login       Cancel         Forgot your password?         Don't have an account? Click here to register.
Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: courtclerk@occ.ok.gov.	

When logged back into an approved ECF Filer Account, the Filing and My Filings icons will appear in the left vertical ECF menu bar:

ECF Electronic Case Filing	≡ < Q	Quick Search	Advanced Search	<u>è.</u>	Ð	8
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<ul> <li>Dena Street</li> <li>Oklahoma Attorney</li> <li>■ ≥</li> </ul>	Search Type * Case	•	Search in the Results			
Favorites	General	~				
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e Account Ap	Order Number					
💼 Filing	Date Filed	*	Search using filters to see results			
My Filings						
My Subscriptions	Enter a date range					
Q Search >	Status					
	Ser You must select at les	arch ast one value to search				
		Assistan	re with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: courtclerk@occ.ok.goz			

If the request of an ECF Filer Account is NOT approved, you will receive an email from the Corporation Commission with the subject line "OCC ECF Account Registration."

The reason will be stated at the end of the second line of the message:

OCC EC	F Account Registration
<b>Oklahoma (</b> Reply-To: No To: dellastre	Corporation Commission <noreply.okcourtclerk@public.govdelivery.om> oReply.OKCourtClerk@public.govdelivery.com etmasonfirm+2@gmail.com</noreply.okcourtclerk@public.govdelivery.om>
Thank you	for requesting access to the Oklahoma Corporation Commission
Your reque	ested access has been rejected for the following reason(s): Example reason for rejection.
You can lo	g into ECF to make the necessary corrections and resubmit your request.

Although the initial request for an ECF Filer Account has been rejected, by getting to this point in the registration process you will have access to use your username (email address) and password to log back in (if you have logged out).

Welcome to the Oklahoma Corporat Filing (ECF	tion Commission's Electronic Case ) System
ECF is intended to streamline filing cases ar Office and to provide a powerful case and de	nd documents with the Court Clerk's ocument search tool.
For security purposes, all those wishing to access	Login
the ECF System must register with a valid electronic	Username
mail address and create an ECF account. To search only, register for an <b>ECF User</b> Account. To file	dellastreetmasonfirm@gmail.com
cases and documents, register for the appropriate	Password
ECF Filer Account.	
Rules for electronic filing and service of documents via the ECE system are in Chapter 5 of the	Remember My Login
Commission's Rules of Practice, 165:5-1-11 et seq.	Login Cancel
See the <u>ECF User Manual</u> for additional information and instructions	Forgot your password?
Assistance with ECE is evailable from 8:00 a m to	Don't have an account? Click here to register.
4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: courtclerk@occ.ok.gov.	

ECF Electronic Case Filing	😑 < 🔍 Quick Search	Advanced Search	<u>ک</u> ا	€ (	Ð
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··· /	Case Number				
Main	i.e. 2020-000001				
Account Access	Order Number				
My Subscriptions	Date Type Date Filed	Search using filters to see results			
Q Search >					
	Enter a date range				
	Status				
	Search				
	You must select at least one value to search				
	Assista	ce with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: courtclerk@occ.ok.gov			_

Click Account Access in the left vertical menu bar:

Scroll through the account screen to change/add any information.

Be sure that the Terms-of-Use box is checked.

Click Save at the bottom of the screen.

≡ <	Q Quick Search	Advanced Search	<u>è.</u>	Ð	θ
Account Type	/ Request				
Your C Welcome to th To apply to be Note: The ECF	CURPENT ACCOUNT 7 e Oklahoma Corporation Commission a registered ECF Filer or ECF User, pl Filer accounts include the view and s	Type is Oklahoma Attorney. Status: Rejected - [Test] n (OCC) Electronic Case Filing (ECF) System. lease request the account that best suits your needs. search functionality of the ECF User account.			
General P	ublic: ECF User account for searching and vi	iewing documents filed in cases and rulemaking proceedings at the Oklahoma Corporation Commission ("Commission").			
Oklahoma	Attorney: ECF Filer account for filing docu	uments in Commission cases.			
Out of Sta	te Attorney Admitted Pro Hac Vice: E	ICF Filer account for filing documents in Commission cases – limited to cases in which the registrant has been admitted to practice in Oklahoma pro hac vice.			
Self-Repr	esentation ("pro se"): ECF Filer account f	for filing documents in Commission cases – limited to cases in which a non-attorney registrant is representing him or herself.			
Company requests wh	Representative: ECF Filer account for non ere the Administrator's determination is not o	n attorney company representative to file documents in any Commission case in which no judicial hearing is required, e.g. Oklahoma Universal Service Funding challenged. (Note: the prohibition against the unauthorized practice of law is applicable to matters requiring a judicial hearing. See 5 0.5. ch. 1, app. 1, art. II, § 7.)			
I agree to t	he terms of use below.				
Terms of Use: and agree to the f responsibility to s	By checking the Terms of Use box I am agree ollowing: any request for an <b>ECF Filer accoun</b> upply and update the appropriate email addre	eing to the following terms of service: Lagree to utilize the ECF System in accordance with applicable provisions of Chapter 5 of the Commission's rules (DAC 165.5) and the ECF System User nt constitutes my agreement to receive service on behalf of myself or any party Legresent, via electronically mailed notice of filing of any pleadings (subsequent to an original Application or C ess at which Lam to receive notice of filings (Le. service); and OCC retains the right to cancel or limit the access and/or filing rights of any ECF User or Filer.	Manual; ar complaint);	nd Lunders ; it is my	tand

# **Electronic Case Filing User Manual | Registration**

ay Oklahoma City	State OK - Oklahoma	Zip Gede 73109	City Oklahoma City	вие ОК - Oklahoma	2n Code ▼ 731D9		
Phone Numbers							1
himary Phone Nantaer 2443/244/2424		Request Successfull	y Submitted	Phone Number			
Extension		Your account may have new p Your account will now be refr	ermissions assigned. eshed to reflect these	Extension			
hone Type Call		changes.	Cancel	Phone Type Select Phone Type		*	
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humary Email		Email		Email			

M Gmail
OCC ECF Account Registration
Oklahoma Corporation Commission <noreply.okcourtclerk@public.govdelivery.com> Reply-To: NoReply.OKCourtClerk@public.govdelivery.com To: dellastreetmasonfirm+4@gmail.com</noreply.okcourtclerk@public.govdelivery.com>
Thank you for requesting access to the Oklahoma Corporation Commission's ECF System.
Your requested access has been approved. Please log out and log back into your account to gain access.

**NOTE**: If you have questions about the reason for a rejection or need assistance submitting additional information, please contact the Court Clerk's Office at 405-521-2352 or email: <u>courtclerk@occ.ok.gov</u>.

Log out using the icon at the top right of the screen:

ECF Dectronic Case Filing	😑 🤇 🔍 Quick Search	Advanced Search	<u>a.</u>	C•	θ
-	Advanced Search				
OKLAHOMA	Filters 🔊 Reset	☞ Search Results			
● Jona Seren ● Pending [Ditahoma Attorney] ■ ±	Search Tope * Case *	Search in the Results			
Favorites	General				
	Case Number				
Account Access	Order Number				
My Subscriptions	Date Filed *	Search using filters to see results			
v seen 3	Enter a date range				
	Status.				
	Bearch You must select at least one value to search				

Use your username and password to log back in.

The Filing and My Filings icons will show in the left vertical ECF menu:

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	Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call <u>405-521-2352</u> or e-mail: courticler/s@ccc.ak.gov								

**NOTE:** In ECF an email address can only be associated with one ECF account. If you have registered for one type of ECF Filer Account, but wish to register for a different type of ECF Filer Account, you will need to register for that account with a different email address, or contact the Court Clerk's office to change the account type assigned to your email address.