

### 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:

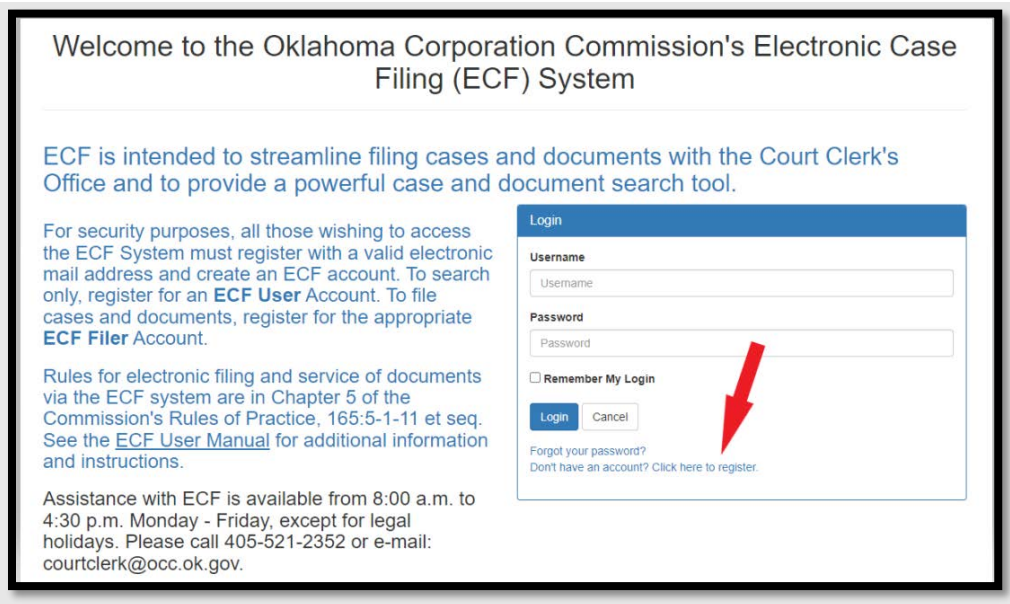
- In ECF, an email address can only be associated with one ECF account.
  - If you have registered for a read-only account but wish to register for an account with filing permissions, you will need to register for that account with a different email address or contact the Court Clerk's office to change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

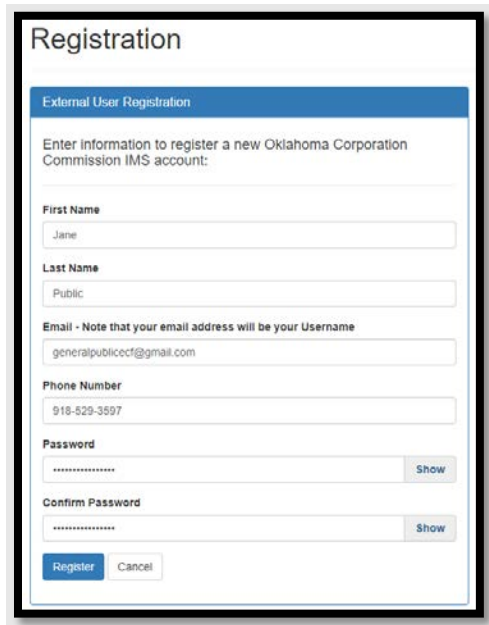
To search and review cases and case documents, register for a read-only **General Public** account.

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:**



Fill in the information on the Registration screen:

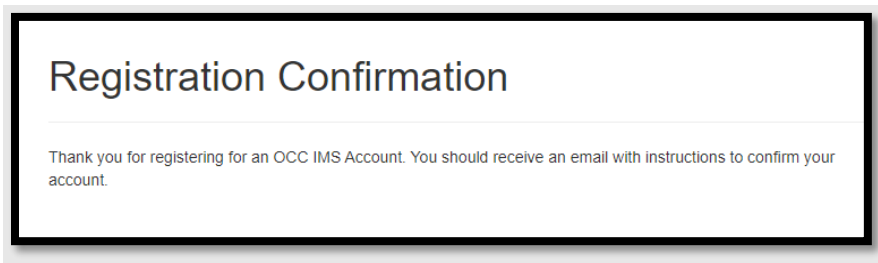


**NOTE:** The email address entered on the Registration screen will be your ECF Username.

When you move the cursor 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:**

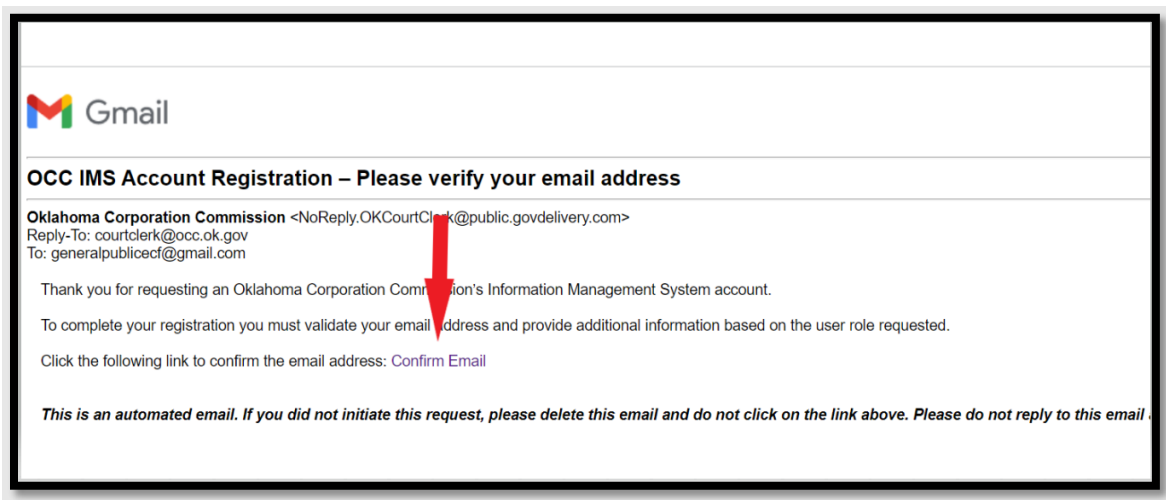
If all fields are completed and the password is accepted, a Registration Confirmation message will appear:



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:**



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 and documents with the Court Clerk's Office and to provide a powerful case and document 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 **ECF User Account**. To file cases and documents, register for the appropriate **ECF Filer Account**.

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 [ECF User Manual](#) for additional information and instructions.

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](mailto:courtclerk@occ.ok.gov).

**Login**

Username  
generalpublicecf@gmail.com

Password  
.....

Remember My Login

Login Cancel

Forgot your password?  
Don't have an account? [Click here to register.](#)

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 **ECF Filer** or **ECF User**, please request the account that best suits your needs. Note: The ECF Filer account includes 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.
- 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 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 a court administrator's determination is not challenged. (Note: the prohibition against the unauthorized practice of law is applicable to matters requiring a judicial hearing. See 5 O.S. 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**.

The screenshot shows a registration form with the following fields:

- Prefix: \_\_\_\_\_
- First Name\*: Jane
- Middle Name: \_\_\_\_\_
- Last Name\*: Public
- Generation/Suffix: \_\_\_\_\_
- Organization/Employer/Firm: \_\_\_\_\_
- Department: \_\_\_\_\_
- Title: \_\_\_\_\_
- Addresses section with a scroll bar on the right.
- Mailing Address: \_\_\_\_\_
- Physical Address: \_\_\_\_\_ (with a "Copy Mailing Address" button)
- Attention: \_\_\_\_\_
- Address 1\*: 222 Example Drive
- Address 2: Suite 901
- City\*: Oklahoma City
- State\*: OK - Oklahoma
- 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**.

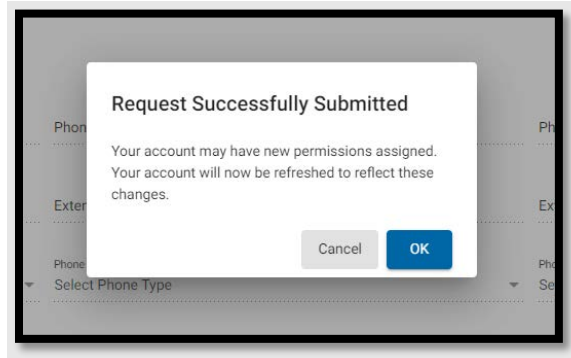
The screenshot shows the "Phone Numbers" and "Emails" sections of the registration form:

- Primary Phone Number\*: (918)529-3597
- Phone Number: \_\_\_\_\_
- Extension: \_\_\_\_\_
- Phone Type\*: Home
- Phone Type: Select Phone Type
- Primary Email\*: generalpublicecf@gmail.com
- Email: \_\_\_\_\_
- Save button

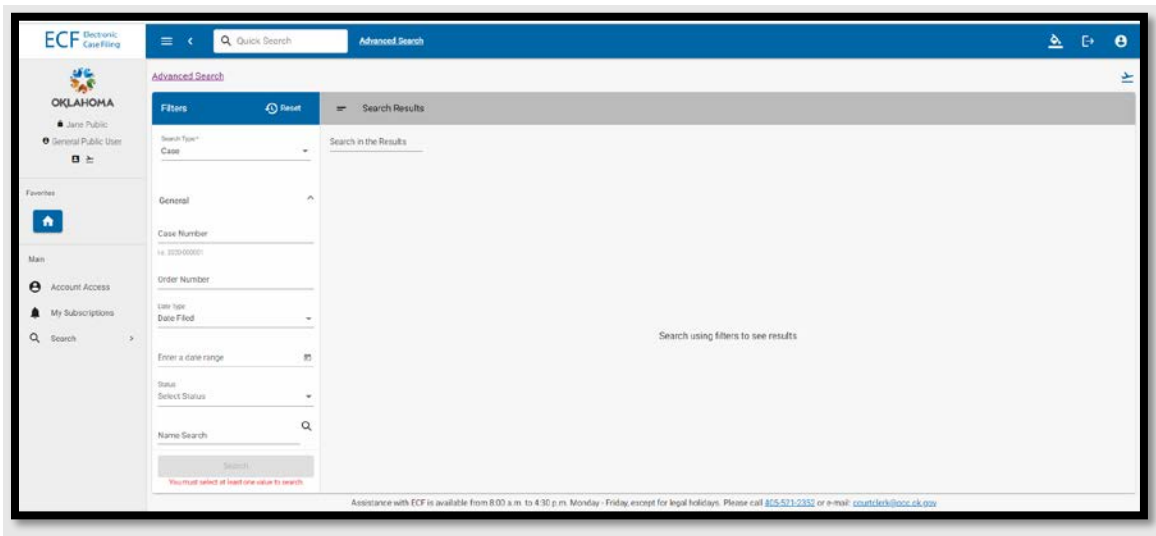
Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2252 or e-mail: [courtclerk@occc.ok.gov](mailto:courtclerk@occc.ok.gov)

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:



### 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.

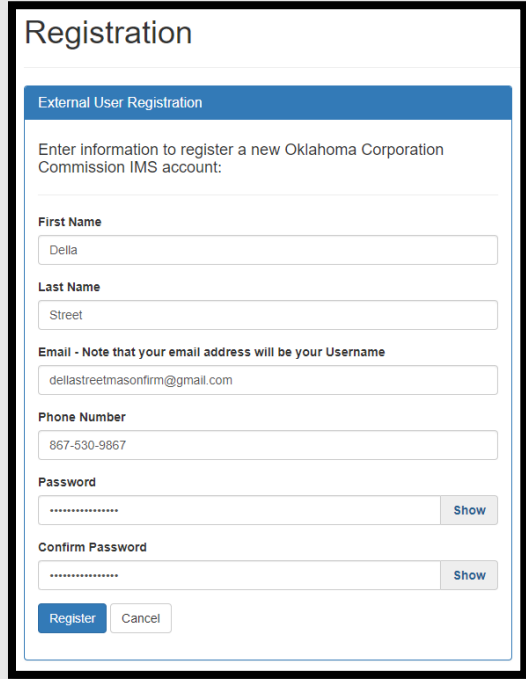
- **Out of State Attorney Admitted *Pro Hac Vice*:**
  - ECF Filer Account for filing documents in Commission cases in which the registrant has been admitted to practice in Oklahoma *pro hac vice*.
  - Requires the Commission order number admitting the registrant to appear *pro hac vice*.
- **Self-Representation (“Pro Se”):**
  - ECF Filer Account for filing documents in Commission cases in which a non-attorney 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, [5 O.S. ch. 1, app. 1, art. II, § 7](#).

**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:

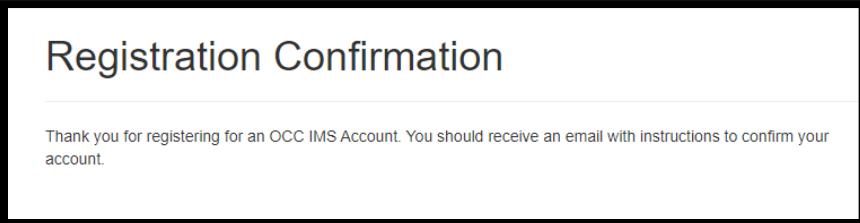


The screenshot shows a web form titled "Registration" with a sub-header "External User Registration". The form contains the following fields and instructions:

- Instruction: "Enter information to register a new Oklahoma Corporation Commission IMS account:"
- Field: "First Name" with the value "Della".
- Field: "Last Name" with the value "Street".
- Field: "Email - Note that your email address will be your Username" with the value "dellastreetmasonfirm@gmail.com".
- Field: "Phone Number" with the value "867-530-9867".
- Field: "Password" with masked characters and a "Show" button.
- Field: "Confirm Password" with masked characters and a "Show" button.
- Buttons: "Register" and "Cancel".

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

A registration confirmation message will appear:



The screenshot shows a confirmation message box with the following content:

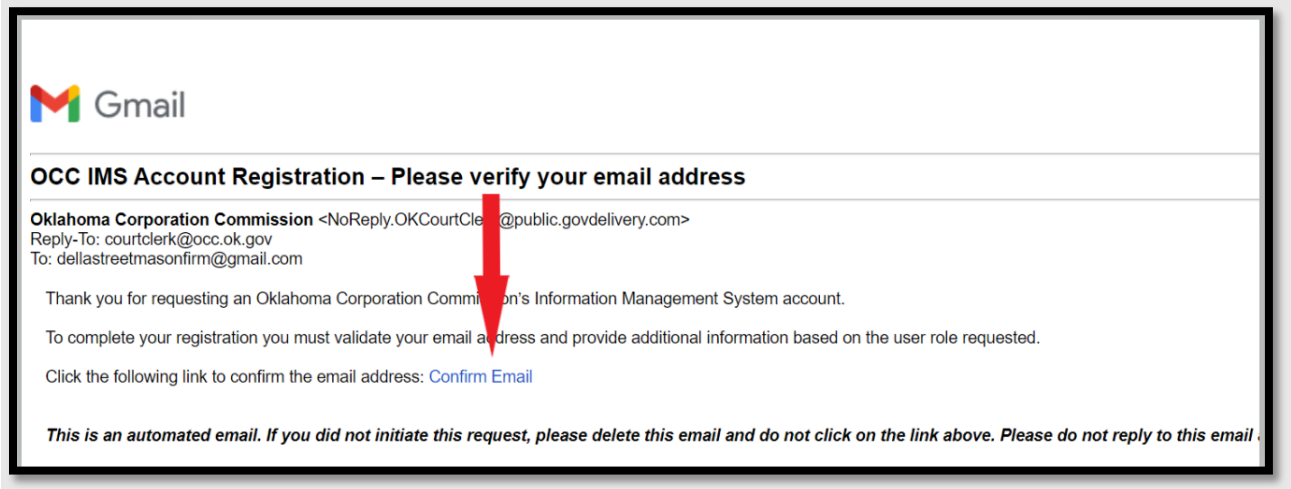
### Registration Confirmation

Thank you for registering for an OCC IMS Account. You should receive an email with instructions to confirm your account.

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



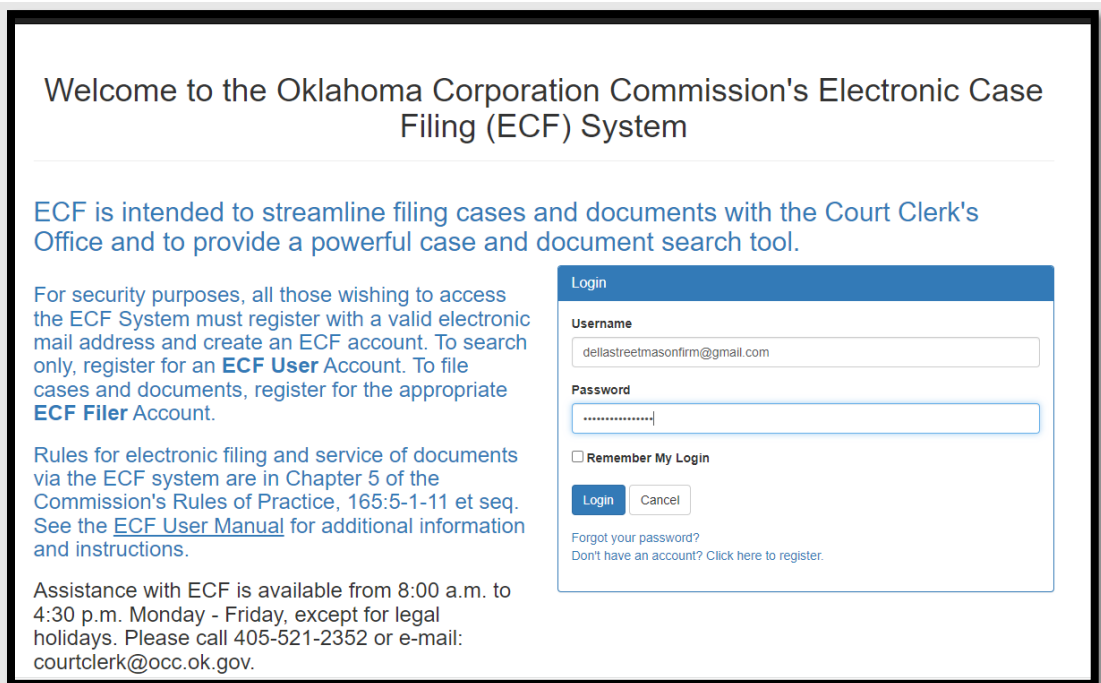
Open the email and click **Confirm Email**:



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**.



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.

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- 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. (Note: the prohibition against the unauthorized practice of law is applicable to matters requiring a judicial hearing. See 5 O.S. 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 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.**

Prefix: Ms. First Name \*: Della Middle Name: Kay Last Name \*: Street Generation/Suffix

Organization/Employer/Title: Perry Mason & Associates Department: Title:

Attorney Bar Number \*: 870576 State \*: OK - Oklahoma

Addresses

Mailing Address: Physical Address: Copy Mailing Address

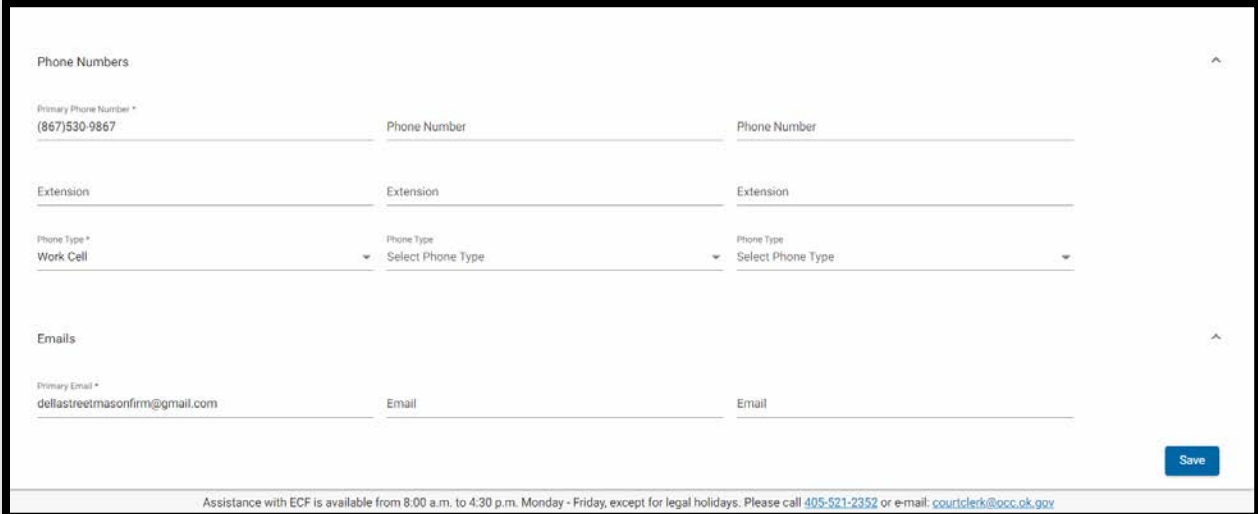
Attention: Della Street Address 1 \*: 1075 Barbara Hale Blvd Address 2: Address 1 \*: 1075 Barbara Hale Blvd Address 2:

City \*: Tulsa State \*: OK - Oklahoma Zip Code \*: 74112 City \*: Tulsa State \*: OK - Oklahoma Zip Code \*: 74112

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**.



The screenshot displays a registration form with two main sections: "Phone Numbers" and "Emails".

**Phone Numbers Section:**

- Primary Phone Number \***: (867)530-9867
- Phone Number**: (empty field)
- Extension**: (empty field)
- Phone Type \***: Work Cell (dropdown menu)
- Phone Type**: Select Phone Type (dropdown menu)

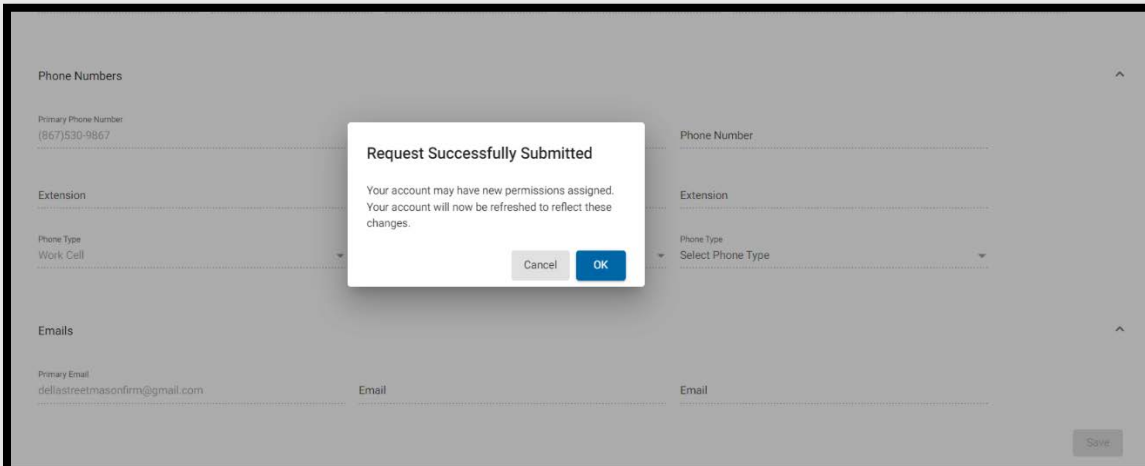
**Emails Section:**

- Primary Email \***: dellastreetmasonfirm@gmail.com
- Email**: (empty field)
- Email**: (empty field)

A blue "Save" button is located at the bottom right of the form. At the bottom of the page, there is a footer: "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@occc.ok.gov".

**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:



The screenshot shows the same registration form as above, but with a white pop-up dialog box in the center. The dialog box contains the following text:

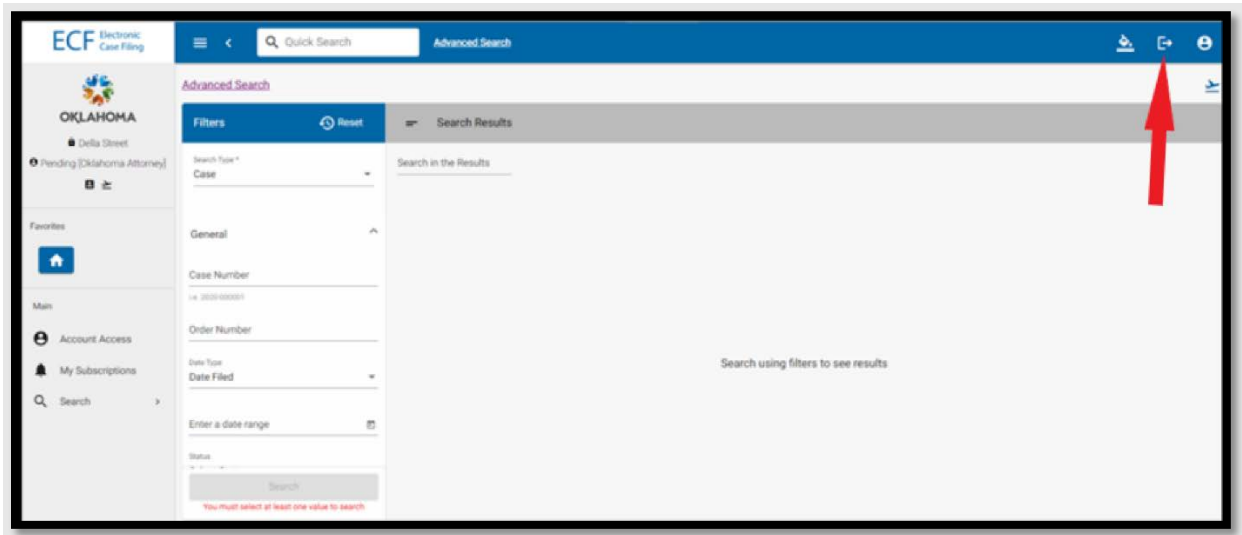
**Request Successfully Submitted**

Your account may have new permissions assigned.  
Your account will now be refreshed to reflect these changes.

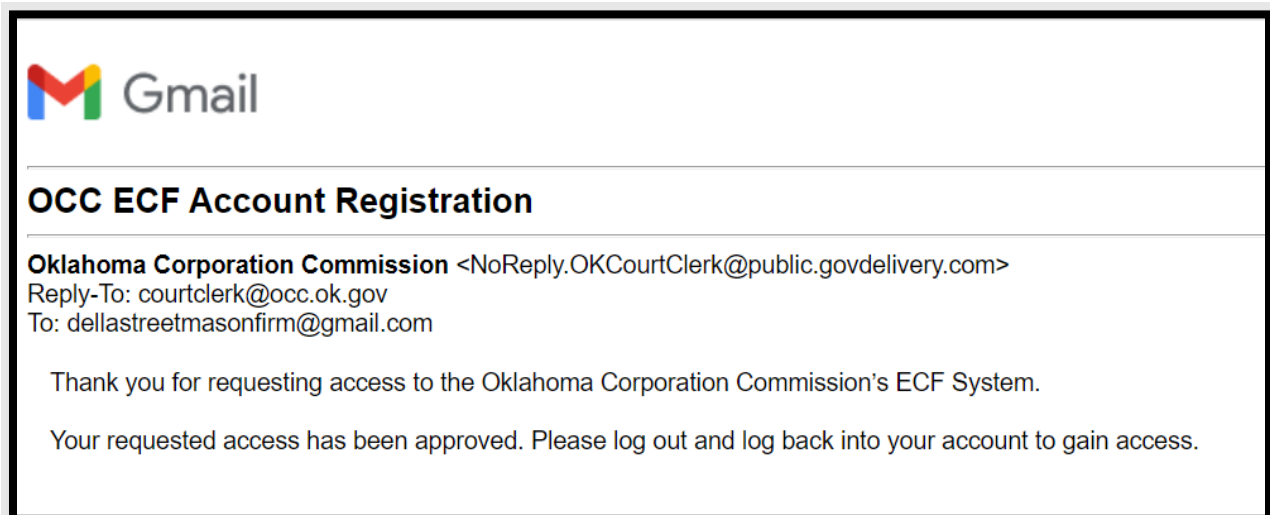
At the bottom of the dialog box are two buttons: "Cancel" (grey) and "OK" (blue). The background of the registration form is dimmed.

Click **OK**.

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



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:

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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 **ECF User Account**. To file cases and documents, register for the appropriate **ECF Filer Account**.

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**Login**

Username  
dellastreetmasonfirm@gmail.com

Password  
.....

Remember My Login

Login Cancel

[Forgot your password?](#)  
[Don't have an account? Click here to register.](#)

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

OKLAHOMA  
Della Street  
Oklahoma Attorney

Favorites  
Home

Main  
Account App  
Filing  
My Filings  
My Subscriptions  
Search

Advanced Search

Filters Reset Search Results

Search Type \*  
Case

General

Case Number  
(e. 2020-091001)

Order Number  
or Date Filed

Enter a date range

Status

Search

You must select at least one value to search.

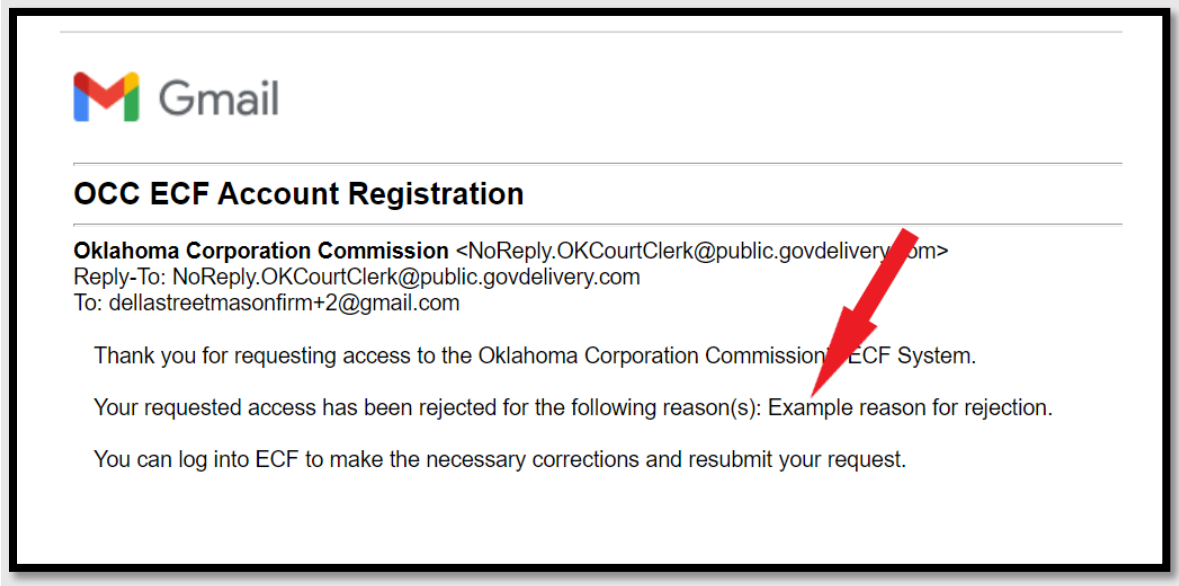
Search in the Results

Search using filters to see results

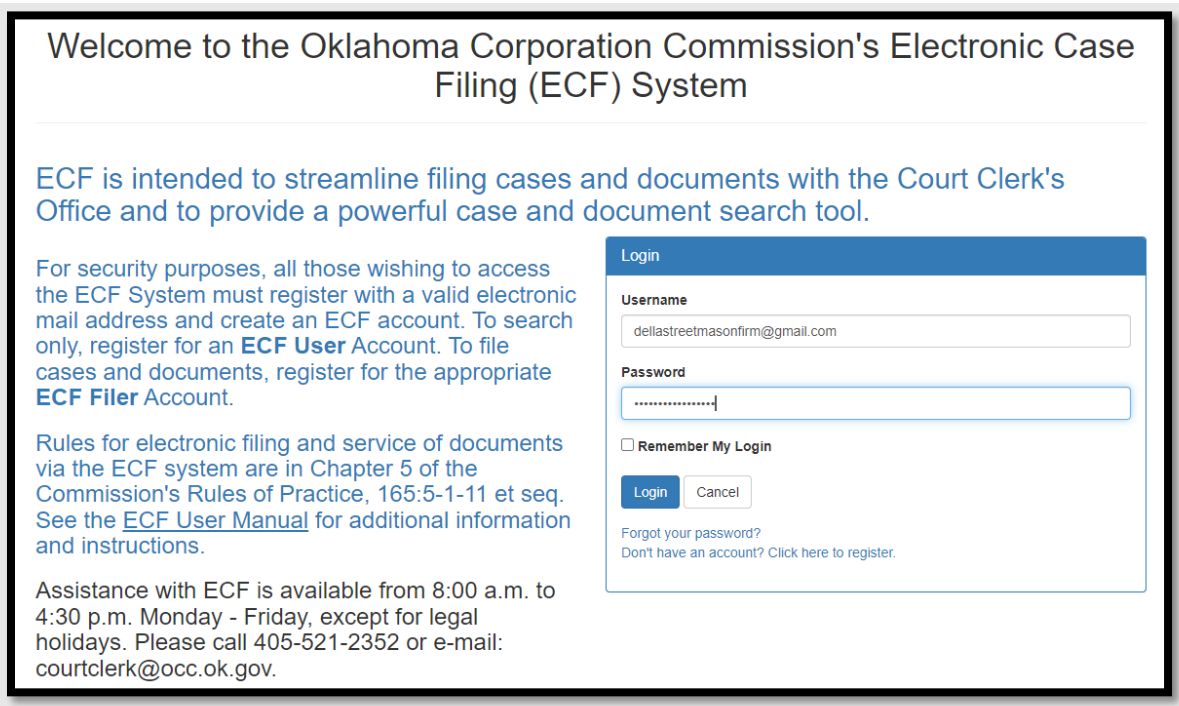
Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2352 or e-mail: [courtclerk@occ.ok.gov](mailto:courtclerk@occ.ok.gov)

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."

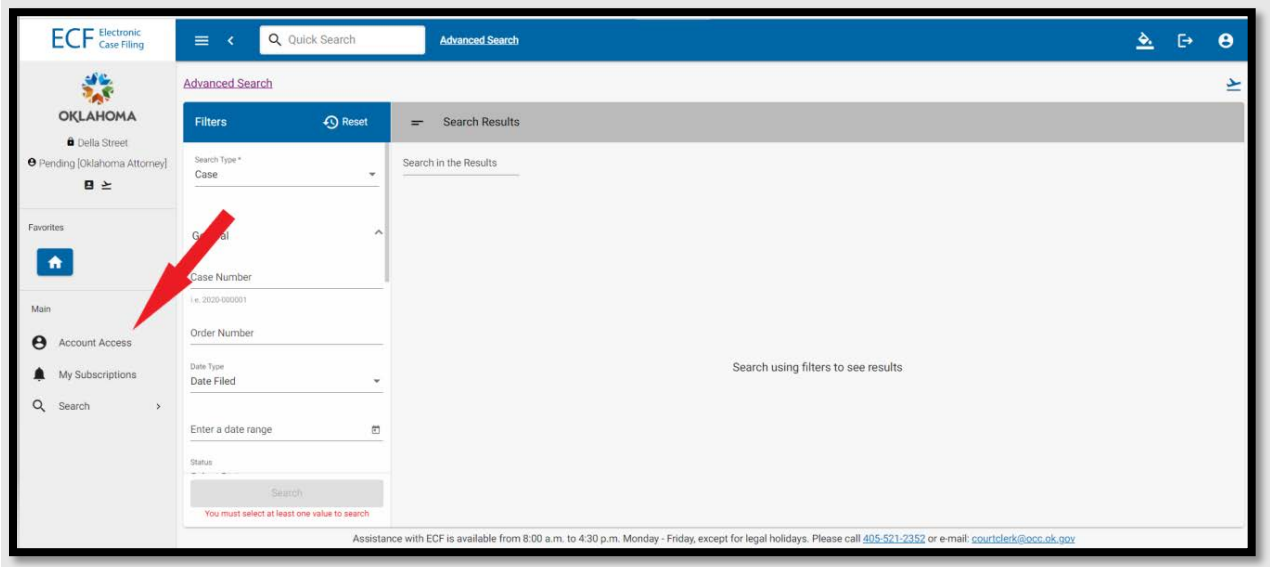
The reason will be stated at the end of the second line of the message:



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).



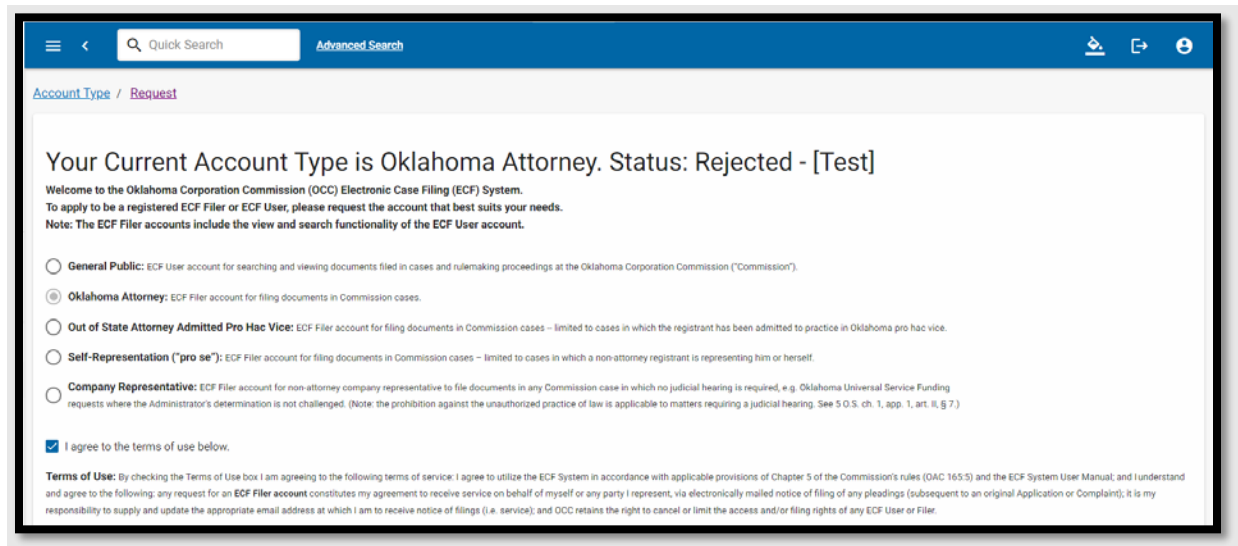
Click Account Access in the left vertical menu bar:



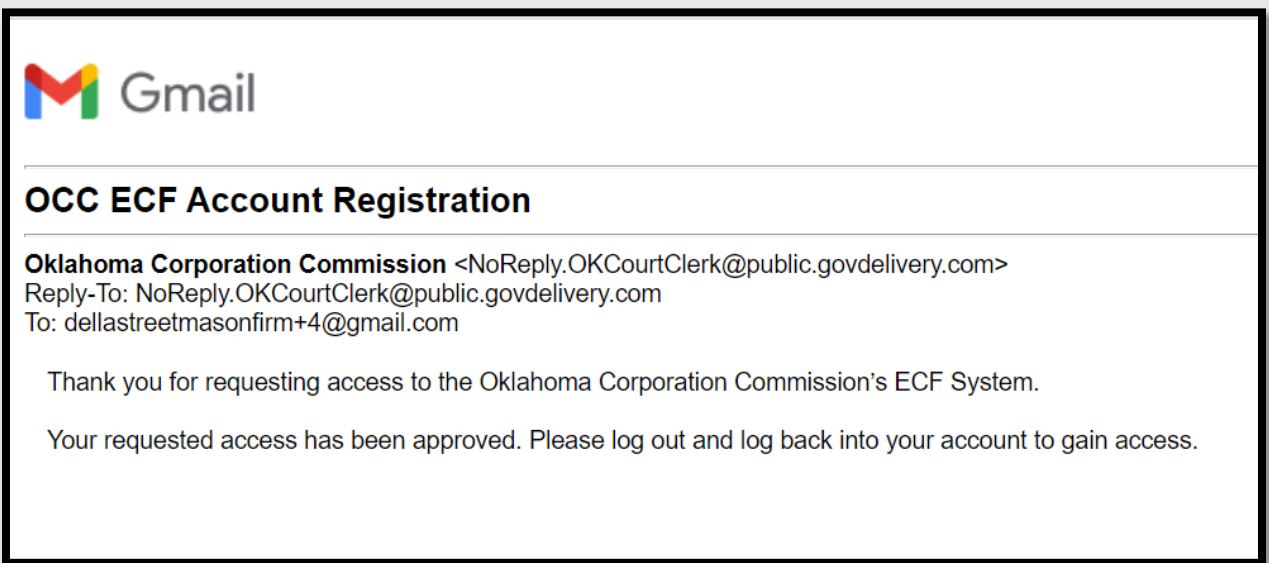
Scroll through the account screen to change/add any information.

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

Click Save at the bottom of the screen.



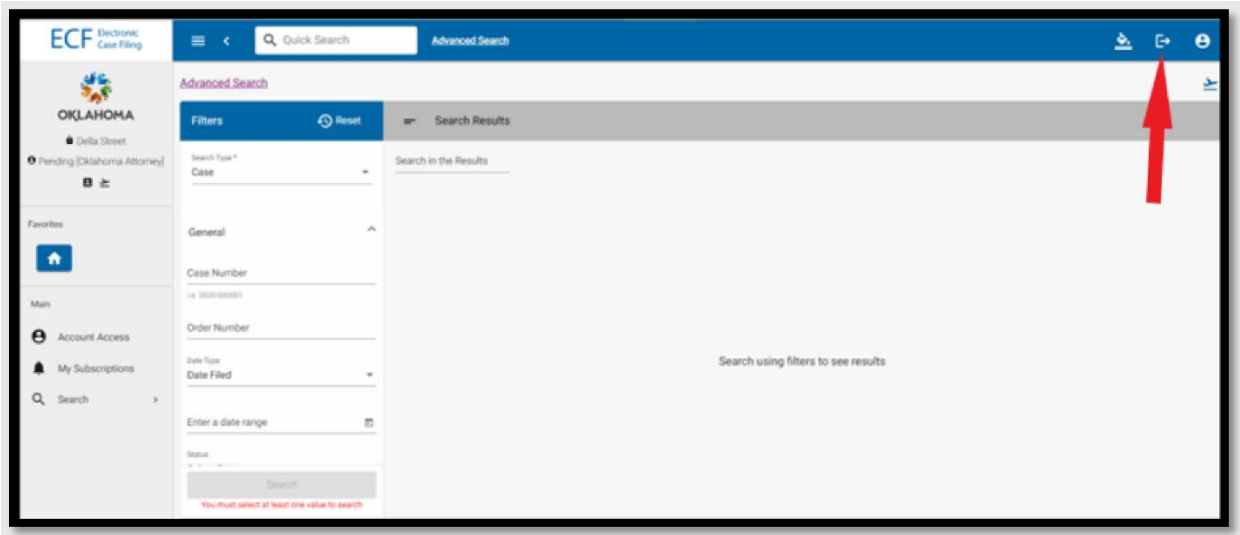
The screenshot shows a registration form with a dark blue header containing a search bar and navigation icons. The form fields include City (Oklahoma City), State (OK - Oklahoma), and Zip Code (73109) for two locations. Below these are sections for Phone Numbers and Emails. A white modal box is centered over the form with the text: "Request Successfully Submitted", "Your account may have new permissions assigned. Your account will now be refreshed to reflect these changes.", and "Cancel" and "OK" buttons.



**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: [courtclerk@occ.ok.gov](mailto:courtclerk@occ.ok.gov).

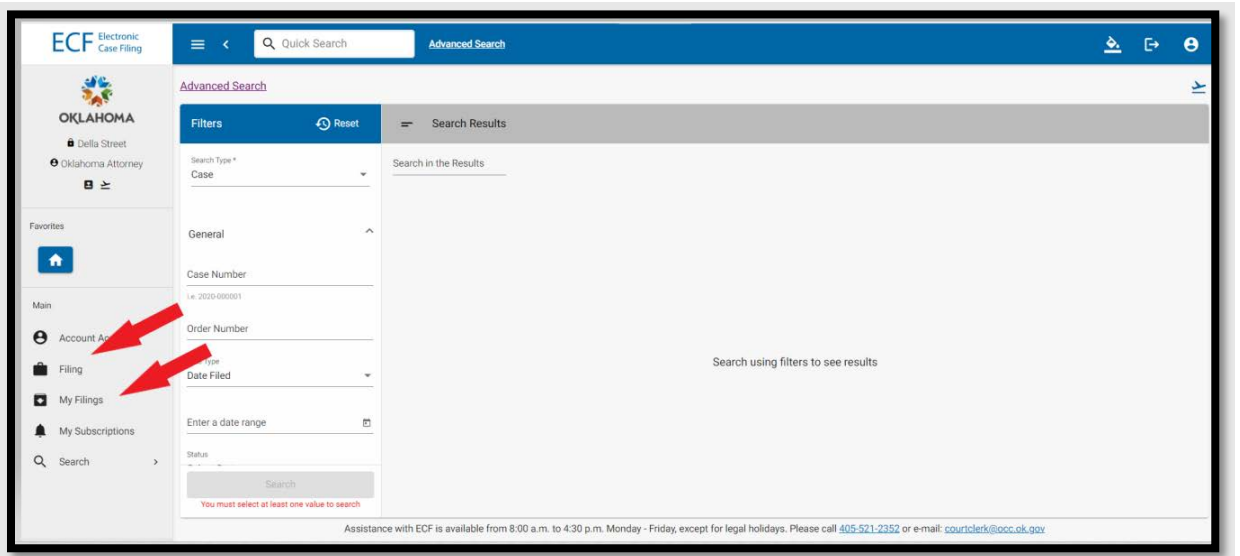


Log out using the icon at the top right of the screen:



Use your username and password to log back in.

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



**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.