

CM/ECF Training Waiver Requirements For Login and Password For Attorneys Trained and Certified in Other Districts

Thank you for your interest in U.S. Bankruptcy Court for the Eastern District of Oklahoma's Case Management/Electronic Case Files System (CM/ECF). CM/ECF allows you to file documents electronically through the Eastern District of Oklahoma's Bankruptcy Case Management database.

To receive a login and password you will need to read the court's CM/ECF Administrative Procedures for Electronic Filing and the Local Rules of this court found on the website at www.okeb.uscourts.gov. The Attorney Online Manual will assist you in preparing your documents for electronic filing and explain how to submit Electronic Orders to our court. It is important to note that the Bankruptcy Court for the Eastern District procedures may differ than other CM/ECF Bankruptcy Courts. Before you file any document with the Bankruptcy Court for the Eastern District you should always follow the instructions in the Attorney Online Manual. After you are e-mailed your login and password, the training documents outlined below must be successfully transmitted to the court in the CM/ECF Training DataBase.

Below are short descriptions of the required documents to be transmitted. Use the court's website and the Attorney Online Manual when filing your documents. When your entries are complete, send an email to **user_registration@okeb.uscourts.gov** for review of your entries. After review, you will be given access to our live system.

Introduction to our Resources

To access our court's website you must type www.okeb.uscourts.gov in Internet Explorer or Mozilla Firefox.

You can locate the Attorney Online Manual through our court website at www.okeb.uscourts.gov choose *For Attorneys* then choose *Online Manual*. This will link you to the Online Manual. A list of our most filed documents will be found. There are step-by-step procedures for each document listed.

Important things you should know

All documents must be saved in Portable Document Format (PDF) for filing in the CM/ECF system.

The filer's signature is required on all pleadings. A proper signature is: an original signature or an electronic signature (e.g. s/John Smith) or they are considered not signed.

The Bankruptcy Court for the Eastern District of Oklahoma has a Motion Procedure different than the other Districts. This procedure is set forth on our website at www.okeb.uscourts.gov choose *For Attorneys* then choose *Online Manual* then choose *Motions*.

Proposed Orders must have a four (4) inch margin at the top of the first page, all other pages should have a one inch margin. To assist the Court in verifying that the “entire” body of the submitted order has been properly transmitted, the last line in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is completed. The date and signature line for the Judge should be omitted. All lines in the body of the order should be omitted. Orders prepared by legal counsel shall indicate the name of the law firm, name and bar number of the attorney responsible for the order, address and phone number for the firm. All orders shall contain the language “The Movant Shall Notify All Interested Parties Of This Order”.

Transmitting Documents in the Train Data Base to the Court

After we receive your registration, you will receive by e-mail a login and password to the training CM/ECF database to transmit a document or open a case using the training login and password. No other login and password will work.

The training database is located at <https://ecf-train.okeb.uscourts.gov>

In the e-mail you will be given a case number in which to file your documents. You only need to file one or two documents to receive a login and password to the live ECF Database.

Documents you may **choose** to file:

File a Test Motion

File a Test Proposed E-Order and link to the Motion

File a Test Notice of Motion FORM 20A and Link to the Motion

Open a Test Adversary Proceeding

Open a Test Bankruptcy Case

If you have a document prepared to file in the live database you may use it to file in the test database.

At least one item must be completed in order to receive a access to the live database. Please send an email to **user_registration@okeb.uscourts.gov** when you have completed your filings in the train database in order to receive access to the live database.

If you have any questions or need assistance during filing the test documents please make contact with the Clerk's Office.

IF YOU HAVE AN EMERGENCY FILING YOU MUST MAKE CONTACT WITH THE CLERK'S OFFICE BY PHONE **PRIOR TO FILING YOUR TEST DOCUMENTS.**