## IMPORTANT NOTE ABOUT ECF SERVICE LIST – PLEASE READ BEFORE FILING:

- The ECF Service List is the list of email address that will receive notices of case activity for a particular case e.g., document filings or new docket entries.
- The email address of the Filer initiating/filing a new case (and paying the filing fee) is automatically placed on the ECF Service List by the System.
- If you were **not** the ECF Filer whose credentials were used to file the Application (or other initiating document) when the **case** was originally filed, please file an Entry of Appearance to ensure you are placed on the ECF Service List and receive e-mail notifications of all activity in the case.
- For those Filers who did NOT initiate the case, the Court Clerk's Office staff will review all Entries of Appearance to include additional ECF Filers on the ECF Service List.
- If you are filing after hours, this review by the Court Clerk's Office will occur the next business day.
- Until you are placed on the ECF Service List, you may confirm your filing by clicking on the case number after you are through filing to see whether the document is listed in the Case Docket (as discussed in the instructions below).

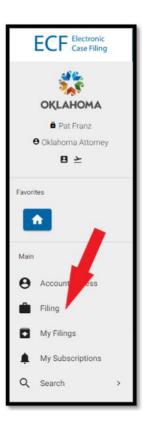
\*\*\*\*

All documents filed/uploaded into ECF must be in Portable Document Format (PDF).

The size limit is twenty-five megabytes (25 MB) per document.

- If a document has attachments, those can be uploaded as a part of the main document OR as separate documents related to the main document.
- One benefit of filing attachments separately is the ability to navigate quickly to the attachments from the Case Docket in ECF.
- In addition, when attachments are filed as separate, but related, documents, each attachment can *also* be up to 25 MB in size.
- As discussed below, the system will prompt you through this process for filing attachments as separate documents.

To file a document in an existing case, click on the "briefcase" Filing icon on the left vertical ECF Menu:



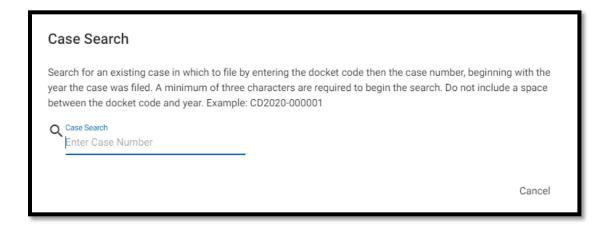
## On the Filing Screen, click File in Existing Case:



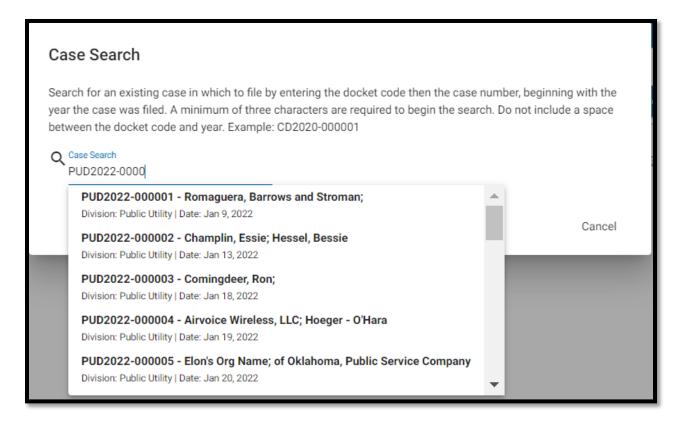
A Case Search pop-up will open. Starting with the two-letter docket code, type as much of the case number as you can in this format: XXYYYY-######

A minimum of three characters is required.

**NOTE:** For those "Transitional Cases" filed prior to the ECF launch and now open in ECF, translate the original case number into the new ten (10) character ECF format, *e.g.*, to file in CD 2022200300, search for CD2022-000300. You must include the dash and the docket code.



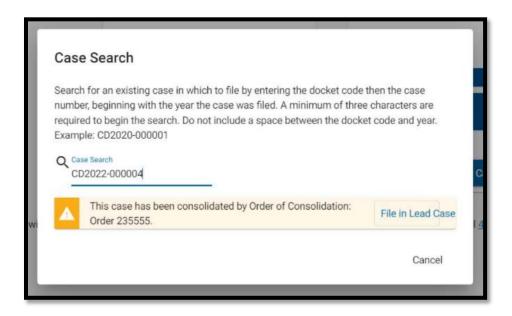
The more characters typed results in a shorter selection of cases in the dropdown list from which to choose:



Click on the name of the case in which you would like to file:

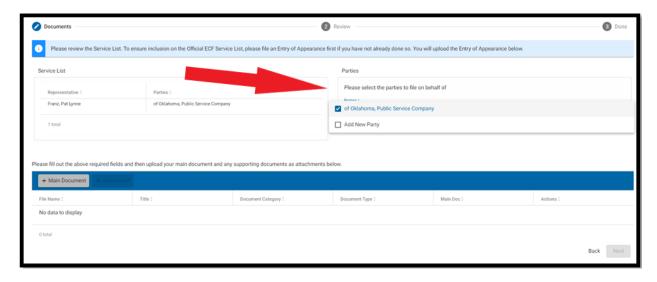


**NOTE:** If the case in which you would like to file has been consolidated with other cases per a Commission order, the ECF System will direct you to file in the "lead" case as designated in the order of consolidation. To do so, click **File in Lead Case**:



NOTE: If the Application in the Case was not filed under your credentials and you have not filed an Entry of Appearance, you must do so in order to be included on the Official ECF Service List and receive email notifications in the case.

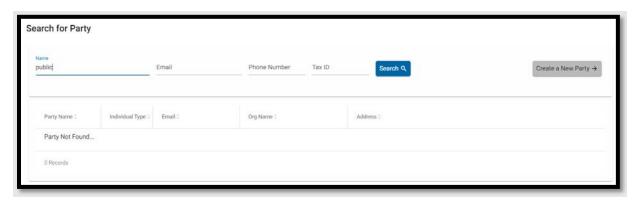
On the Documents page, use the drop-down list of parties to the case to indicate the party for which the document is being uploaded:



**NOTE:** If the party on behalf of which the document is being filed is not in the dropdown list, check the **Add New Party** box.

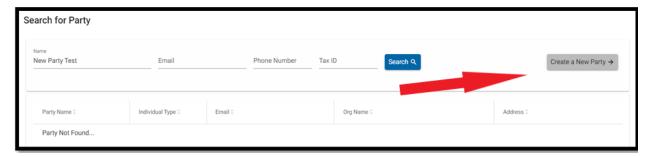
A Search for Party pop-up box will open.

Begin typing the name of the party to determine if the party is listed in the ECF System entity database and click **Search**:



If the name of the party is in the search results list, click on the name.

If the party is not in the search results, click **Create a New Party**:



A New Entity Information pop-up window will open:



Use the **Select Entity Type** field to select the new party's type (*i.e.*, individual or type of business entity):

Individual Limited Partnership

Cooperative Partnership

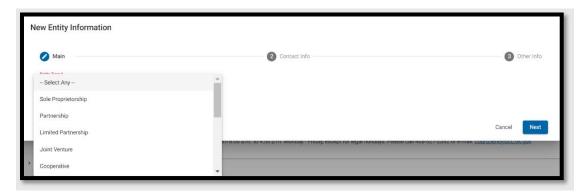
Corporation Professional Corporation

Irrevocable Trust Professional Limited Liability Company

Joint Venture Revocable Trust

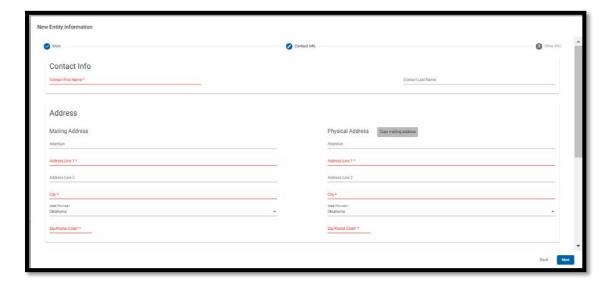
Limited Liability Partnership Sole Proprietorship

Limited Liability Company State Agency or Instrumentality

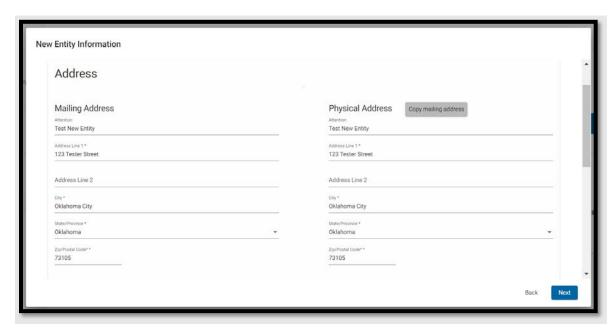


Once the Entity Type is selected, fill in the Contact Information pop-up screens.

**NOTE:** Required fields are marked with an asterisk.

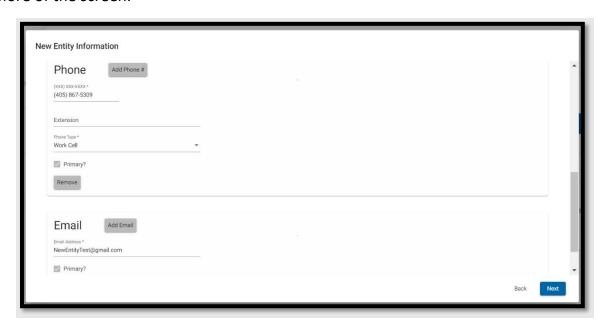


If the physical address is the same as the mailing address, be sure to fill out all sections of the mailing address, including the zip code, before clicking on **Copy mailing** address:



Use the right scroll bar in the New Entity pop-up screen to scroll down to fill in telephone and email address information.

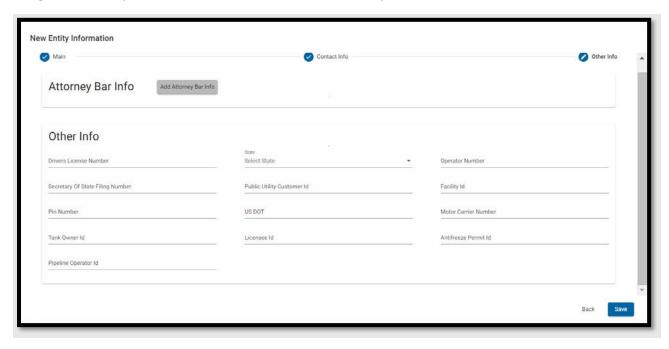
**NOTE:** If you cannot see the scroll bar, use your browser settings to zoom out to show more of the screen.



Once the Address, Phone and Email fields are completed, click **Next**.

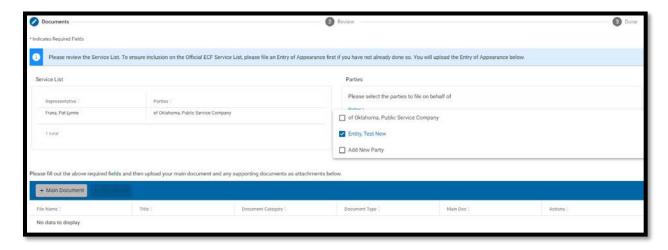
If the page does not advance, scroll back up to see if any required information has been omitted.

Once the page advances, fill in any applicable Identification Numbers or other Program Area-specific information for the new entity and click **Save**:



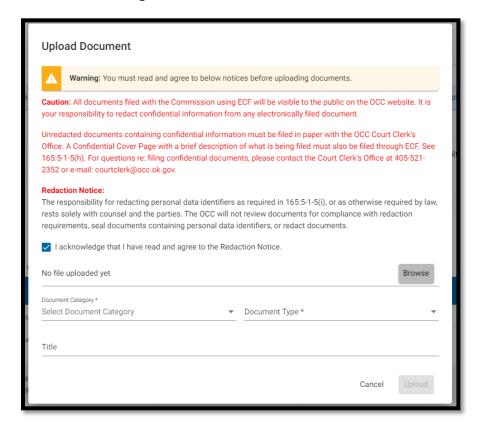
Once the New Entity is saved, select the New Entity as the party on behalf of which you are filing.

Begin document filing by clicking Main Document.



Once you click **Main Document,** a pop-up box, including a warning regarding redaction requirements will appear.

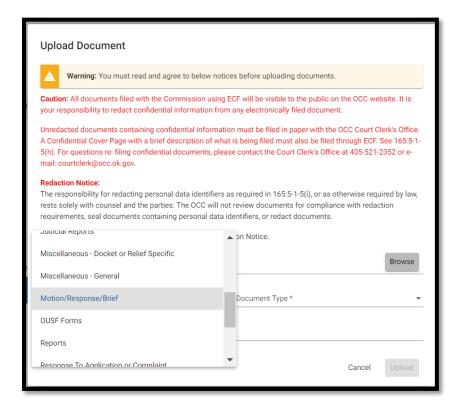
Read the notice, ensure that you have made any required redactions, and click the redaction rule acknowledgement:

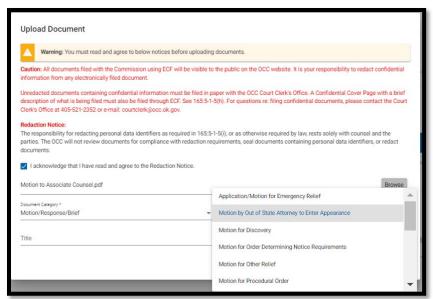


Click **Browse** to select a document to upload.

**NOTE:** In this example, the document is a Motion to Associate Counsel with three attachments. The attachments will be filed as separate documents, rather than as part of the main document.

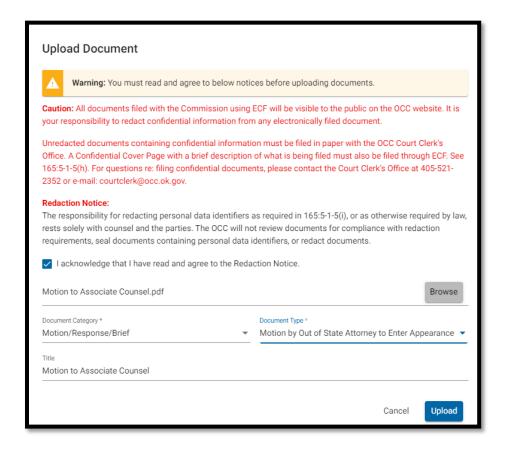
Use the drop-down boxes to elect the **Document Category** and **Document Type**:



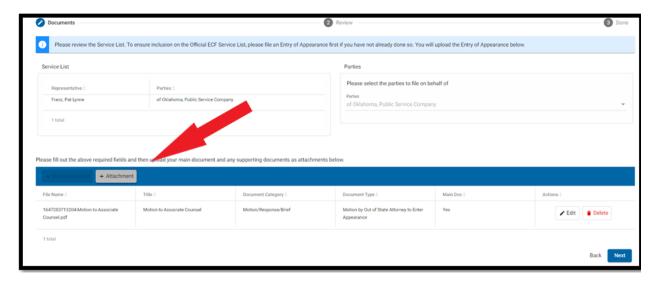


Type the title of the document as it appears on the document and click **Upload.** 

**NOTE:** If you cannot see the **Upload** button, adjust the Zoom in your browser down to show more of the pop-up box on your screen.



To add the first of three attachments listed as separate document, click **Attachment**:



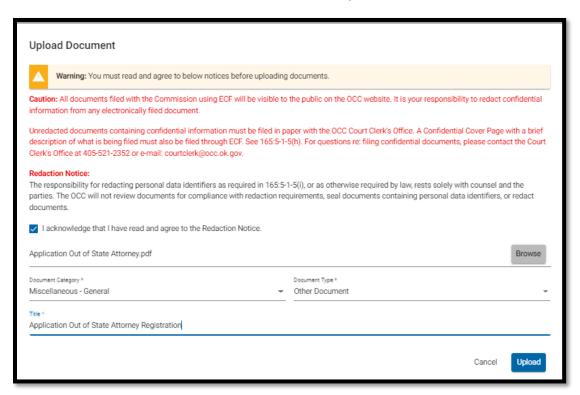
The first attachment is the Application Registration of Out of State Attorney.

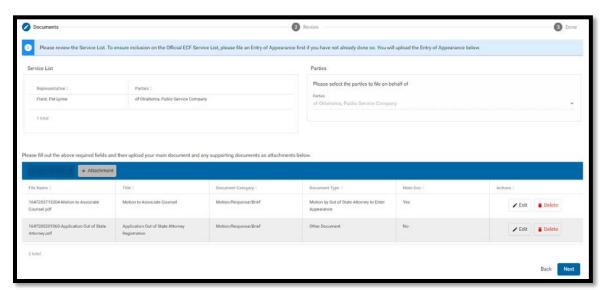
Check the Redaction Notice box.

Click **Browse** to select a PDF to upload.

Use the Dropdown lists to select the **Document Category** (Miscellaneous – General) and the **Document Type** (Other):

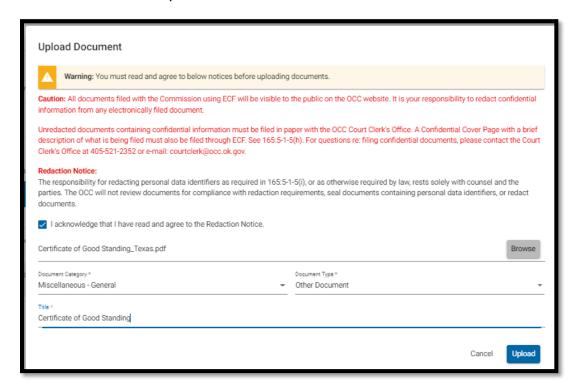
When all of the information is correct, click **Upload**:





Click **Attachment** to add the second attachment – a Certificate of Good Standing.

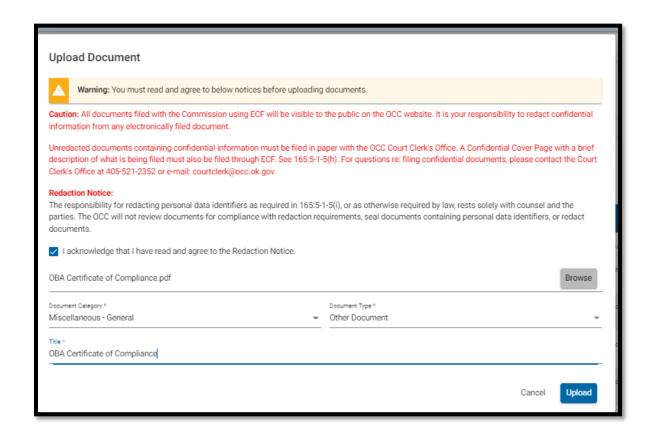
## Follow the same steps for this attachment:



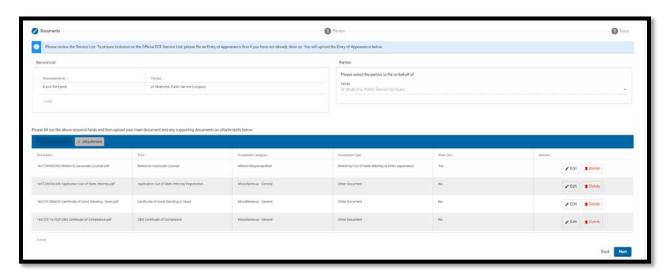


Click **Attachment** to add the third attachment – an OBA Certificate of Compliance.

Follow the same steps:

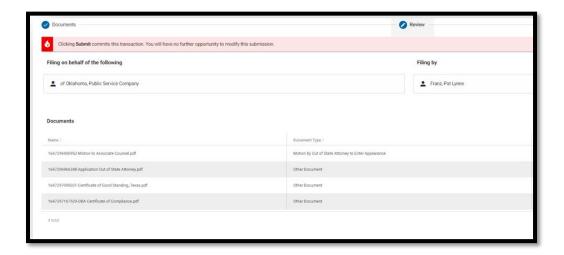


Once the main document and all attachments have been uploaded, click **Next**:

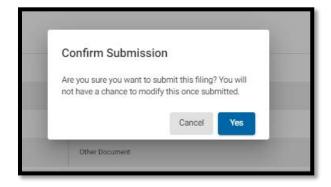


Use the next screen to review the document information for accuracy, prior to clicking **Submit**.

Use Back (next to Submit) rather than the back button on your browser to edit.



A **Confirm Submission** pop-up screen will open. This is the last opportunity to cancel the filing:



The next screen will list the documents you have just uploaded.

**Note:** As discussed above, if were not the original case filer and have not filed an Entry of Appearance, you will not receive an email notification of the filing. Check the next screen and the Case Docket Tab of the case, to confirm upload.

Success: Case Number: PUD2022-000022

Case Name

 of Oklahoma, Public Service Company

Docket Text

 Motion by Out of State Attorney to Enter Appearance filed on behalf of of Oklahoma, Public Service Company. Document Title: Motion to Associate Counsel.

 Other Document filed on behalf of of Oklahoma, Public Service Company. Document Title: Application Out of State Attorney Registration.

 Other Document filed on behalf of of Oklahoma, Public Service Company. Document Title: Certificate of Good Standing in Texas.

 Other Document filed on behalf of of Oklahoma, Public Service Company. Document Title: OBA Certificate of Compliance.

Notice will be electronically mailed to

 Franz, Pat Lynne - Patricia Franz 56@Gmail.com

Click the case number link, at the top left, to view information about the case.

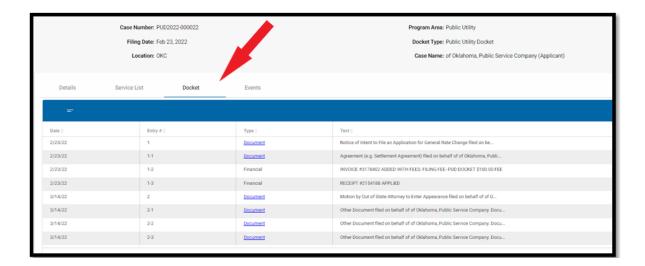
Case information will be available on the four tabs on the Case screen – Details, Service List (this is not the ECF Service List of email recipients. It is a list of all parties to the case); Docket; Events.

Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except to

## Case Details:

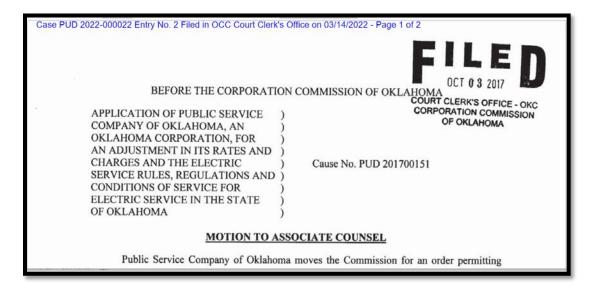


The documents and links to the document images will be listed on the Docket tab:



The file stamp will appear across the top of the documents.

In this example the Motion (main document) is Entry #2 on the Case Docket:



The first attachment is Entry No. 2-1:

Case PUD 2022-000022 Entry No. 2-1 Filed in OCC Court Clerk's Office on 03/14/2022 - Page 1 of 5				
APPLICATION APPROVE ( )				
OUT OF STATE ATTORNEY REGISTRATION				
Gerardo	N	Huerta	, Applicant, resp	ectfully
represents First Name	Middle Name	Last Name		
Applicant is an attorney at law and a member of the law firm of <u>American</u>				
Electric Power Company				
with its principal offices located at <u>1 Riverside Plaza</u>				
Colum	nbus .	Franklin , O		_

The second attachment is Entry No. 2-2:

Case PUD 2022-000022 Entry No. 2-2 Filed in OCC Court Clerk's Office on 03/14/2022 - Page 1 of 1

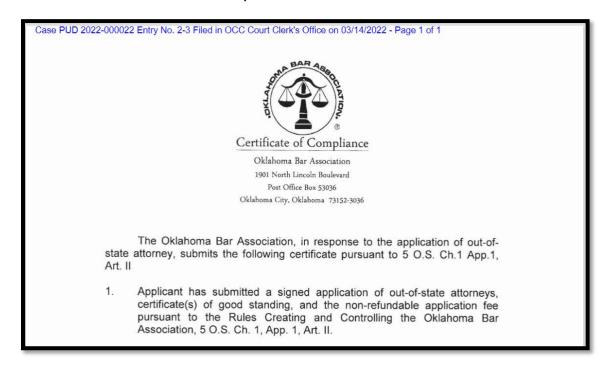
STATE BAR OF TEXAS

Office of the Chief Disciplinary Counsel
September 14, 2017

Re: Mr. Gerardo Noel Huerta, State Bar Number 24004709

To Whom It May Concern:
This is to certify that Mr. Gerardo Noel Huerta was licensed to practice law in Texas on May 01,

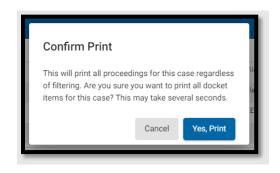
The third attachment is Entry No. 2-3:

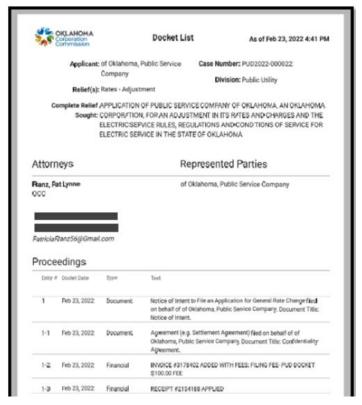


On the Case Docket tab, click **Print Docket List** to print a chronological list of all filings and events in the case:



A pop-up confirmation window will appear. Click Yes, Print:





To download a zip file of all documents filed in the case, make sure that pop-ups are enabled in browser settings and click **Download Documents**.

A pop-up confirmation window will open. Click **Yes, Download**. An additional pop-up window will open to allow you to save the documents to a designated location.

