

A NOTICE FROM THE OFFICE OF THE APPELLATE COURT CLERK

Revised 3/1/2021

THE OFFICE OF THE APPELLATE COURT CLERK WILL BE OPEN TO THE PUBLIC BEGINNING MARCH 1, 2021. IF YOU ARE ILL FOR ANY REASON OR HAVE SYMPTOMS OF ILLNESS, PLEASE DO NOT ENTER THE BUILDING. IF YOU DO ENTER THE BUILDING, YOU MUST GO THROUGH SECURITY AND YOU MUST WEAR A MASK. ONCE YOU HAVE COMPLETED THE PROCESS OF FILING WITH THE CLERK, YOU ARE REQUIRED TO LEAVE THE BUILDING.

On March 1, 2021, in all civil and criminal matters, appellate filings will be accepted by:

1. Delivering the documents to be filed to the Office of the Appellate Clerk on the ground floor of the Judicial Center during regular office hours from 8am to 5pm, Monday through Friday, except for legal holidays, unless otherwise posted on OSCN.
2. If you prefer, you may continue to leave the documents to be filed at the Oklahoma Appellate Clerk's Office located at the Oklahoma Judicial Center on a table in the lobby by the elevator located at the ADA Accessible Entry on the west side of the building. The elevator lobby is adjacent to the steps leading to the front door. Anyone leaving documents near the ADA Accessible elevator is required to call 405-556-9400, to alert the clerk's office that documents to be filed were placed as instructed. No file stamped copies will be provided unless the filer provides a stamped, self-addressed envelope with the documents.
3. Deposit with the U.S. Postal Service, or Third party commercial carrier delivery are also acceptable methods for filing.