

**For Immediate Release**

March 30, 2020

Contact: Tulsa.CourtClerk@oscn.net

**PROCEDURES FOR EMAILING DOCUMENTS TO TULSA COUNTY COURT CLERK**

Per order of the Supreme Court of the State of Oklahoma, SCAD NO. 2020-29, the Tulsa County Court Clerk's office is excited to receive emailed documents until further notice.

Emailed files can be sent to the following emails

TulsaProbate@oscn.net  
TulsaCriminal@oscn.net  
TulsaCostAdministration@oscn.net  
TulsaFamily@oscn.net  
TulsaSmallClaims@oscn.net  
TulsaCivil@oscn.net  
TulsaRecords@oscn.net  
TulsaJuvenile@oscn.net

Due to the potential volume of work the following steps must be strictly adhered to.

- 1) Email the documents to the appropriate department.
- 2) Provide succinctly and plainly in the opening text of the email any instructions.
- 3) Provide the contact information for a person who will be available to receive a call from our office to receive payment by credit card.
- 4) Pursuant to statute there will be print charges of \$1.00 for the first page and \$.50 for additional pages.
- 5) We will initiate the call for payment. Please do not call the office to confirm the email.
- 6) The document will not be considered officially received until the payment has been received.
- 7) Documents will be handled on a first come, first serve basis.

Don Newberry, Tulsa County Court Clerk  
Vicki Goodson, Chief Deputy  
Randy Proffitt, Second Deputy  
Marc Dreyer, Third Deputy

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