

## Information on COVID-19 and Court Operations

*Revised 5/28/2021*

The U.S. District Court for the Western District of Oklahoma continues to closely monitor the national, state, and local responses to Coronavirus Disease 2019 (COVID-19) and will be following guidance provided by the Administrative Office of the United States Courts (AO), the Centers for Disease Control and Prevention (CDC) and state and local health officials. **Court operations within the Western District of Oklahoma are currently governed by [G.O. 20-11](#), [20-11.1](#), [20-9.1](#), [20-9.2](#), [20-9.3](#), [20-7](#), [20-5](#), and [20-5.1](#). We are currently in Phase II of the protocols detailed in the addendum to [G.O. 20-5](#).** We will continue to post updates to general court operations to this website. (Revised 09/24/2020 to add [G.O. 20-9.3](#))

- **New Guidance Regarding Vaccinated Individuals:** All persons, whether fully vaccinated or not, who enter the federal courthouses are required to wear face covering at all times while in public areas of the courthouses. Children two years of age or younger are relieved of this requirement. Persons without an appropriate face covering will be provided a mask upon entering the courthouses. Judges have discretion to allow fully vaccinated individuals who appear in their courtrooms the option of removing their face coverings. Unvaccinated individuals, however, must continue to wear masks at all times and in all areas of the courthouses and fully vaccinated people must wear masks in public spaces within the courthouses. [G.O. 21-10](#). (Revised 05/28/2021)
- Persons entering the Courthouse may also wear latex or vinyl gloves when in the Courthouse, including in the courtroom. Physical distancing is no longer mandated for fully vaccinated individuals but is still mandated for unvaccinated persons except when conferring with clients. (Revised 05/28/2021)
- The Clerk's Office continues to be open to the public. In addition, staff are available by phone during regular business hours of 8:00 am to 5:00 pm, Monday through Friday. For telephonic assistance, call the helpdesk at 405-609-5555; the toll-free number is 888-609-6593.
- The Court's electronic filing system (CM/ECF) continues to be available 24/7 for all registered users. If you experience an issue with filing, please call the helpdesk numbers above.

- Non-electronic documents and payments may be brought to the Clerk's Office or placed in the drop box located in the lobby of the William J. Holloway, Jr. United States Courthouse, 200 NW 4th Street in Oklahoma City. **No cash payments may be placed in the drop box.**
- Documents and payments may also be sent by U.S. postal mail or express delivery addressed to: Court Clerk's Office, 200 NW 4th Street, **Room 1210**, Oklahoma City, OK 73102.
- Grand jury sessions are operating per the schedule contained in the Court's Calendar of Proceedings. Petit jury dockets will be set by the presiding judge. (Added 05/28/2021)
- Naturalization ceremonies are being held on the last Friday of the month, with two sessions – at 9:00 a.m. and 11:00 a.m. – for 25 new citizens at each. (Added 05/28/2021)
- Criminal proceedings, including initial appearances, will continue to be held in-person at the courthouse or via video teleconferencing as appropriate. (Revised 05/28/2021)
- Archival records requests are suspended as the Federal Records Center is currently closed.