

<REVISED 8-3-2021>

CONDUCTING COURT BUSINESS AT THE OCC

Effective until further notice (instructions may change as conditions warrant)

NOTE: To mitigate the spread of Covid-19, courtrooms at the Jim Thorpe Building's courtrooms will be open for a limited number of protested oil and gas hearings. The Tulsa courtrooms remain closed to the general public at this time.

Virtual court hearings will continue via Zoom or by telephone. If by phone, the ALJ will provide a phone number. [Here are instructions](#) for installing Zoom for video hearings.

In-person protested oil and gas hearings that will be heard by an administrative law judge will be determined by using the case priority number as listed in the Protest Book document. You may find the Protest Book [posted on our website](#).

There is always the option to continue causes that are on the docket – preferably for at least 28 days unless there is a reason to set them sooner. Considerations for the timing of continuances will include the economic impact if the cause is not heard more quickly than 28 days from the original setting.

PLEADING SUBMISSIONS VIA EMAIL

For the Oklahoma City venue: you may file new applications, Prehearing Conference Agreements, and Scheduling Forms by emailing a PDF copy of the document and corresponding application Notice of Hearing (as appropriate and/or required by rule) to: okcfilings@occ.ok.gov. Please also email the filing to the appropriate OCC division attorney if the cause necessarily or typically involves an OCC division as a party to the cause or requires OCC division review.

For the Tulsa Venue: you may file new applications, Pre-hearing Conference Agreements, and Scheduling Forms by emailing a PDF copy of the document and corresponding application Notice of Hearing (as applicable and/or required by rule) to: tulsafilings@occ.ok.gov. Please also email the filing to the appropriate OCC division attorney if the cause necessarily or typically involves an OCC division as a party to the cause or requires OCC division review.

The cause number and venue-specific file stamp will be electronically affixed to any new application (and notice of hearing, as applicable) and thereafter returned to the filer via email. A clerk will review and assign a protested hearing priority number and affix a file stamp to any pre-hearing conference agreement or scheduling form, after which the document will be returned to the filer via email.

Large data file submissions which cannot be transmitted via email may be submitted to the Court Clerk's Office via a Box.com account. If a filer encounters a submission problem based upon file size, please contact the Court Clerk's Office @ 405-521-2352 or courtclerk@occ.ok.gov to request permission to upload your submission to this cloud account where a clerk may retrieve your submission and file it. Any such filed documents will be returned to the filer via a download link from the same Box.com account. This method of transmission is strictly for large data files which cannot readily be transmitted using our standard methodology listed above.

COURT FILING FEES

All required fees related to filings with the Court Clerk's Office should be made by check, payable to "Oklahoma Corporation Commission" and mailed to our Oklahoma City post office box or street address, both of which are listed on the Commission's website, oklahoma.gov/occ. Fees may also be paid in person in Room 130 in the agency's new [one-stop shop](#), located on the first floor.

Upon receipt of new applications or any other document which requires collection of a fee (such as an emergency application or original designation of record on appeal), a docket clerk will email an invoice which references the specific item(s) for which a fee is being assessed, including the cause type and number. This invoice will be sent to the email address used for submission of the documents for filing. **Subsequent remittance of payment must include a copy of all related invoices to ensure that your payment is accurately and timely posted.**

All parties will be notified by notice posted on our website and [via GovDelivery](#) subscription lists if any changes to this payment methodology are made.

All other filings in established OCC causes should likewise be emailed in PDF form to the above venue-specific email addresses and division-specific OCC attorneys, as necessary. Please remit your submissions as indicated below for fastest processing:

1. In order to route your pleadings to the appropriate clerks for processing, please indicate in the subject line the agency subject matter and a brief description of the types of documents attached thereto (such as “O&G affidavits of mailing” or “PUD amended application” or “Transportation motion,” etc.). Subject line descriptions expedite processing and streamline routing.
2. All submitted PDFs should be descriptively titled such that the clerk processing your submissions can readily cross reference against an itemized list in your email (for multi-item submissions), to ensure the clerk is processing all of your submissions and can readily audit for accuracy if there are any questions regarding your submissions.
3. **Each document requiring a FILED stamp should be submitted as a separate PDF.** The filer may be contacted by a clerk for clarification purposes if it appears that multiple documents have been submitted as a single PDF. Docket clerks will not be responsible for splitting PDFs which contain multiple documents for individual filing. Docket clerks will not be responsible for compiling multiple PDFs into a single submission. If your PDF file is too large to send via email, please contact the Court Clerk’s Office at 405-522-2885 or 405-521-2352 and a clerk can assist you with your submission.
4. The clerk will electronically file stamp each itemized document in your email and return the itemized documents to the filer. Your finalized document PDFs will be uploaded into our [Imaging system](#) and coded into [Case Processing](#) by the clerk.

Please note: Unless an alternate email recipient address is clearly specified, all finalized document PDFs will be returned to the email address from which they were received.

EXHIBIT SUBMISSIONS VIA EMAIL

At least 24 hours prior to the scheduled hearing, exhibits (including technical response forms) should be emailed to the assigned administrative law judge, in an itemized list, with each individual exhibit saved as a separate PDF file sufficiently named with the cause type and cause number, i.e. CD 202000345 Exhibit 1. Please remember, each exhibit must contain the cause type and cause number on the first page of the document. The assigned administrative law judge will be shown on the hearing docket posted on the website.

CONTINUANCES VIA EMAIL

If a continuance is needed, please notify the Commission no later than 24 hours in advance of the hearing, so that we can enter that information on the docket prior to the docket call, minimizing the need to participate in a docket call via telephone. As usual, an attorney must notify the counsel for an applicant of an appearance in a cause, and additionally notify the ALJ of said appearance. Continuances for both the Oklahoma City and Tulsa venues should be sent to continuances@occ.ok.gov and to the appropriate OCC division attorney, as necessary, with an itemized list which indicates the cause type, cause number, attorney name, and the client that attorney represents for each continuance.

At the calling of the uncontested docket on Mondays and Tuesday, the ALJ will prioritize all causes. Any emergency causes will take precedent over others. Spacing and Pooling hearings will be treated as high priority. The Location Exception, Multi-Unit, Increased Density and Rules Exception Applications will be heard in that order. Note: If there are extenuating circumstances, please contact us.

****For Oil and Gas attorneys:** There is an opportunity to use the “Optional Procedures” process pursuant to OAC 165:5-13-3.1 for eligible cause types. This involves submitting your application, pre-filed testimony (affidavit), draft order and other documents in the cause to the Technical Department in the Oil and Gas Conservation Division two weeks prior to the hearing date. This may result in an order being issued quicker, because Technical will have reviewed the exhibits and proposed order and sent them on to the judge prior to the hearing.

We are committed to continued service to our stakeholders during this challenging time. Please contact us at 405-521-2352 (OKC) or 918-581-2296 (Tulsa) if you have any questions or issues.

PROPOSED ORDER SUBMISSIONS VIA EMAIL

A PDF of draft proposed orders should be emailed to the below venue-specific email addresses to initiate the order issuance process. Staff involved in processing of proposed orders from start to finish have determined that proposed order submission in PDF will best facilitate document modification at all stages of review and approval.

****DO NOT ATTACH ANY OTHER DOCUMENTS TO YOUR SUBMITTED ORDER****

Use okcorders@occ.ok.gov for submission of all proposed orders resulting from proceedings in Oklahoma City venue causes. Please also email the proposed orders to the appropriate OCC division attorney, as necessary.

Use tulsaorders@occ.ok.gov for submission of all proposed orders resulting from proceedings in Tulsa venue causes. Please also email the proposed orders to the appropriate OCC division attorney as necessary.

If you are submitting a single proposed order, please indicate in the email subject line of any such submission the cause type, cause number, and title of your proposed order. Doing so will help us more effectively route your proposed order to the appropriate staff.

For multi-order email submissions, include an itemized descriptive list of the attached proposed orders to help our staff more efficiently process your proposed orders. We can best serve you in all stages of the review and order processing if each proposed order is titled with the below standard components.

Each proposed order PDF file should contain the following six components in order to avoid delays in review and processing:

1. Docket Type (e.g. CD, PD, TD, etc.)
2. The nine digit cause number
3. Order title (e.g. Final, Interim, Grant Motion to Advance, Emergency, etc.)
4. The three-character code assigned to each of our administrative law judges, listed here.
 - a. NOM – Michael Norris
 - b. THK – Keith Thomas
 - c. MIJ – Jackie Miller
 - d. PRJ – Jan Preslar
 - e. HUK – Kendal Huber
 - f. POP – Paul Porter
 - g. DES – Sean Denton

- h. MYJ- James Myles
- i. FOL- Linda Foreman
- j. LED- David Leavitt
- k. MOC – Connie Moore (Tulsa venue)

To obtain the three-character code for any ALJ who is not listed above, please [contact the Court Clerk's Office](#).

- 5. The hearing date on which the item in question was heard and ruled upon by the ALJ.
- 6. The relief type of the cause, **using the below standardized abbreviations, please.**
 - a. SP – Spacing
 - b. LE – Location Exception
 - c. ID – Increased Density
 - d. WV – Waiver
 - e. EX – Exception to rule (e.g. EX600 (for 600ft) or EX50 (for 50% waiver) to specify exception)
 - f. SA – Separate Allowable
 - g. MU – Multiunit Horizontal Well
 - h. NPT – Nunc Pro Tunc
 - i. CO – Change of Operator

- These are a few examples of standardized pdf titles which are most readily processed by agency staff:

- CD 202000345 Interim NOM 4-11-2020 LE

or

- CD 202000345 Final NOM 4-11-2020 LE

or

- CD 202000345 Emergency NOM 4-11-2020 LE

- CD 202000345 Motion NOM 4-11-2020 LE

NOTE: Please use a single space only between each of the components of your pdf title. If the above components of your pdf title are separated by dashes, slash marks, periods, or any other non-standard punctuation, staff may have difficulty locating your proposed order, thereby delaying internal processing.

****DO NOT ATTACH ANY OTHER DOCUMENTS TO YOUR SUBMITTED ORDER****

****For REVISED or CORRECTED ORDERS****

Please follow the above naming convention, adding the word REVISED or CORRECTED to the order title when re-submitting your corrected orders. If corrected more than once, please add “2nd Corrected,” “3rd Corrected,” “4th Corrected,” etc.

For example, a corrected order title would be:

CD 202000345 Corrected Motion NOM 4-11-2020 LE
CD 202000345 Revised Motion NOM 4-11-2020 SP
CD 202000345 3rd Revised Motion Nom 4-11-2020 MU

****For OPTIONAL PROCEDURE ORDERS****

Please follow the above naming conventions, adding “Signed-OP” at the end.

For example, an optional procedure order title would be:

CD 202000345 Final NOM 4-11-2020 Signed-OP

****For MULTI-CAPTIONED ORDERS****

Please follow the above naming conventions, adding “multi-cap” to the name.
For example, a multi-captioned order title would be:

CD 202000345 Multi-Cap Final NOM 4-11-2020 SP

****For ORDERS FOR UIC OR POLLUTION ABATEMENT****

Be sure to add “UIC” or “PA” at the end so it is routed appropriately.