

Conducting Court Business at the OCC

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

NOTE: To mitigate the spread of [Covid-19](#), the Jim Thorpe Building and the Tulsa courtrooms are closed to the public, as of Mar. 23, 2020. Court hearings will continue – conducted by [Scopia](#) or by telephone. If by phone, the ALJ will provide a phone number. For [instructions on installing Scopia desktop application for video hearings](#), [click here](#).

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

New applications for the Oklahoma City venue will be filed by emailing the application and corresponding notice of hearing (as 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.

New applications for the Tulsa venue will be filed by emailing the application and corresponding notice of hearing (as 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.

*****AS OF MAR. 27, 2020 UNTIL FURTHER NOTICE, ALL COURT CLERK FILING FEES ARE HEREBY SUSPENDED.*****

No filing fees will be assessed for any applications or applications for emergency order filed during this period of limited staffing and altered processes. All parties will be notified by notice posted on our website and [via GovDelivery](#) subscription lists when we resume collection of filing fees as required in our [Chapter 5 Rules of Practice](#).

The cause number and venue-specific file stamp will be electronically affixed to the application (and notice of hearing, as applicable) and later returned to the filer via email.

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

1. In order to route your pleadings to the appropriate clerks for processing, 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. **Failure to separately submit** the hearing notices for your applications and/or motions **might result in a processing delay**, as the clerk must do extra handling to split bundled documents into separate filings.
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 sufficiently named to be readily distinguished by title to the greatest extent possible. Please remember each exhibit must contain the cause type and cause number on the document. The assigned administrative law judge will be shown on the hearing docket posted on the [Commission website](#).

[Proposed Order Submissions via Email](#)

A Microsoft Word version of draft proposed orders should be emailed to the below venue-specific email addresses to initiate the order issuance process. Order submission in Word format will allow us to circulate the orders to the appropriate agency reviewers and the Commissioners without the need for paper.

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.

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 process your proposed order.

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 cause type, cause number, and order title, abbreviated as practical.

[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 venue 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 Rule 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 continue service to our stakeholders. Please contact us at 405-521-2352 (OKC) or 918-581-2296 (Tulsa) if you have any questions or issues.