

<REVISED 8-21-2020>

## 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 remain closed to the general public, with exceptions noted below. Virtual court hearings will continue via [Scopia](#) or by telephone. If by phone, the ALJ will provide a phone number. For [instructions on installing the 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 PDF copies of the application and corresponding notice of hearing (as required by rule) to: [okcfilings@occ.ok.gov](mailto: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 PDF copies of the application and corresponding notice of hearing (as required by rule) to: [tulsafilings@occ.ok.gov](mailto: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 the application (and notice of hearing, as applicable) and later returned to the filer via email.

**\*\*\*EFFECTIVE 9-1-2020, WE WILL RESUME COLLECTING ALL COURT CLERK FILING FEES AS OUTLINED IN OUR [CHAPTER 5 RULES OF PRACTICE, 165:5-3-1](#).\*\*\***

We will resume with collection of all applicable Court Clerk filing fees on September 1, 2020. Because access to our building presently remains limited to employees and only those parties specifically designated by the Commission for specially scheduled hearings, **all such fees must be made by check, payable to “Oklahoma Corporation Commission” and mailed to our post office box or street address**, both of which are listed on the Commission’s website, [www.occeweb.com](http://www.occeweb.com).

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 when 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, 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 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.

Use [okcorders@occ.ok.gov](mailto: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](mailto: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's title 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. MOC – Connie Moore (Tulsa venue)
- To obtain the three-character code for any ALJ who is not listed above, please email Stacy Marsee at [stacy.marsee@occ.ok.gov](mailto:stacy.marsee@occ.ok.gov).
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:**
  - a. SP – Spacing
  - b. LE – Location Exception
  - c. ID – Increased Density
  - d. WV – Waiver
  - e. EX – Exception to rule (e.g. 600 ft. rule or 50%)
  - 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

**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.

## 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](mailto: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 staff 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.