

Conducting Court Business at the OCC

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

Proposed Order Submissions via E-mail

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 may import .pdf orders directly utilizing the same naming convention format listed herein for processing.

****DO NOT ATTACH 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.

Please note, the e-mail address from which we receive the order(s) will also be the e-mail address we utilize to return the order should there be any corrections or revisions needed.

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 states of the review and order processing if each proposed order document submitted is titled with standard components listed below:

Each proposed order PDF file should contain the following five components* in order to avoid delays in review and processing: (*if available)

1. Docket Type and cause number in this format: CD2022-001234
2. Order type (e.g. Final, Interim, Motion, Emergency, NPT, Dismissal, DMOA*, etc.)
3. The three-character code assigned to each of our administrative law judges, listed here.
 - a. NOM – Michael Norris
 - b. THK – Keith Thomas
 - c. PRJ – Jan Preslar
 - d. FOL- Linda Foreman
 - e. POP – Paul Porter
 - f. DES – Sean Denton
 - g. BEK - Ken Behrens
 - h. ORC - Carly Ortel
 - i. HEJ- Jonathan Herndon
 - j. BAT - Tammy Barrett (Tulsa)
 - k. BEM – Matthew Beese (Tulsa)

To obtain the three-character code for any ALJ, it is the first 2 letters of the last name, followed by the first name initial.

4. The hearing date on which the item in question was heard and ruled upon by the ALJ.
5. The relief type of the cause, **using the below standardized abbreviations or abbreviated alternatives for PD, PUD, TR causes**
 - 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) specify exception)
 - f. SA – Separate Allowable
 - g. MU – Multiunit Horizontal Well
 - h. CO – Change of Operator
 - i. PL – Pooling
 - j. RR- Railroad (other options: RRU- Railroad Update, RRC- Railroad Closing, TD-Other)
 - k. CDW – Commercial Disposal Well
 - l. SF – State Funds

m. CCN – Certificate of Convenience and Necessity

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

- CD2020-0000345 Interim NOM 4-11-2020 LE

or

- CD2020-0000345 Final NOM 4-11-2020 LE

or

- CD2020-0000345 Emergency NOM 4-11-2020 LE
- CD2020-0000345 Motion NOM 4-11-2020 LE
- EN2020-0000345 Final NOM 4-11-20 Contempt
- PD2020-0000345 Interim UIC-Admin, PD 202000345 Final NOM 4-11-20 SWD-PA
- TD2020-0000345 Final NOM 4-11-20 RRU
- PUD2020-000345 Final FOL 4-11-20 CCN

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 and status inquiries.

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

****For REVISED or CORRECTED orders,**

REVISED/CORRECTED ORDERS SHOULD ONLY BE SUBMITTED IN RESPONSE TO A RETURN E-MAIL FROM THE COMMISSION

Please follow the above naming convention, adding the word REVISED or CORRECTED prior to the order type 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:

CD2020-0000345 Corrected Motion NOM 4-11-2020 LE

CD2020-0000345 Revised Motion NOM 4-11-2020 SP

CD2020-0000345 3rd Revised Motion Nom 4-11-2020 MU

****For OPTIONAL PROCEDURE ORDERS**

Please follow the above naming conventions, adding “Signed-OP” at the end if the order has been signed prior to submission.

For example, an optional procedure (previously signed) order title would be:

CD2020-0000345 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:

CD2020-0000345 Multi-Cap Final NOM 4-11-2020 SP

****For PD ORDERS (UIC OR POLLUTION ABATEMENT DESIGNATION)****

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

FOR DMOA ORDERS:

CD2020-0000345 DMOA SP - (order type, order number, DMOA, relief type)

OTHER ORDER TYPES: We understand that as we process more and more order types, your order type may not be listed here. Please be sure to have the necessary information in your naming convention (file

name) prior to submission (1-5 above). If there is no hearing date or ALJ, you may omit the information that does not pertain to your order. If an order is Administrative, please put “–Admin” in the naming convention. For example: PD2020-0001234 Final CDW UIC-Admin.pdf