

IMPORTANT NOTE ABOUT ECF SERVICE LIST – PLEASE READ BEFORE FILING:

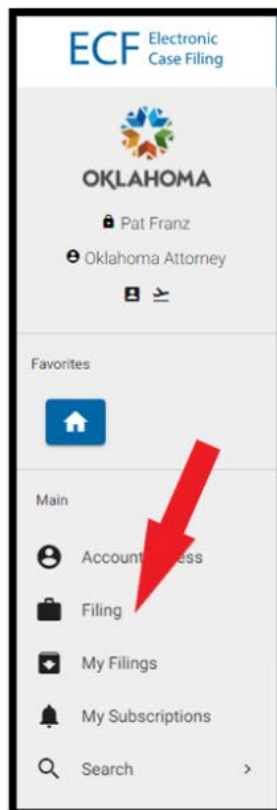
- The ECF Service List is the list of email addresses that will receive notices of case activity for a particular case – *e.g.*, document filings or new docket entries.
- The email address of the Filer initiating/filing a new case (and paying the filing fee) is automatically placed on the ECF Service List by the System.
- If you were **not** the ECF Filer whose credentials were used to file the Application (or other initiating document) when the **case** was originally filed, **please file an Entry of Appearance to ensure you are placed on the ECF Service List** and receive e-mail notifications of all activity in the case.
- For those Filers who did NOT initiate the case, the Court Clerk’s Office staff will review all Entries of Appearance to include additional ECF Filers on the ECF Service List.
- **If you are filing after hours, this review by the Court Clerk’s Office will occur the next business day.**
- Until you are placed on the ECF Service List, you may confirm your filing by clicking on the case number after you are through filing to see whether the document is listed in the Case Docket (as discussed in the instructions below).

All documents filed/uploaded into ECF must be in Portable Document Format (PDF).

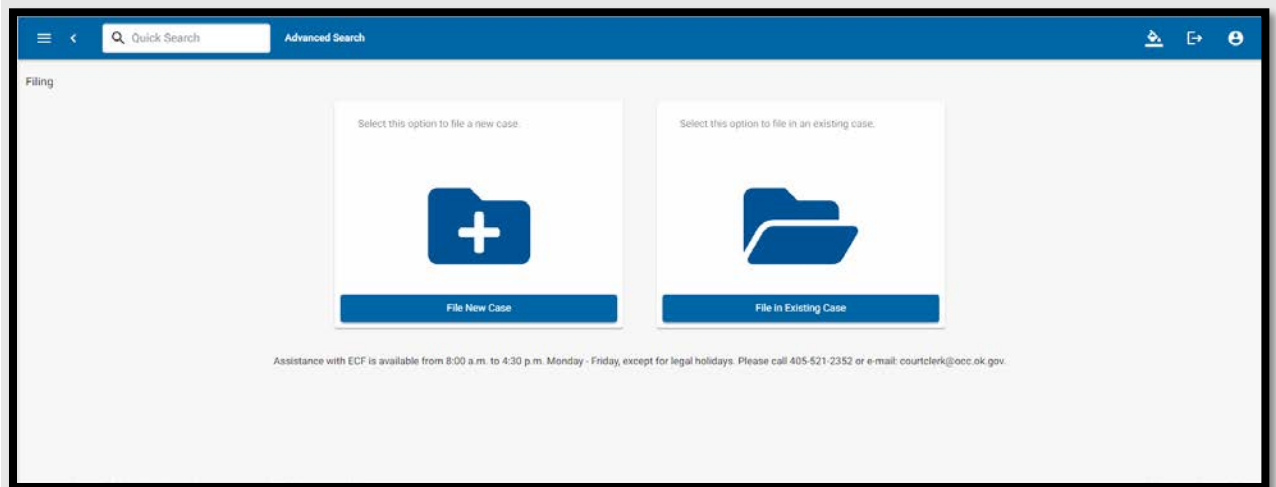
The size limit is twenty-five megabytes (25 MB) per document.

- If a document has attachments, those can be uploaded as a part of the main document OR as separate documents related to the main document.
- One benefit of filing attachments separately is the ability to navigate quickly to the attachments from the Case Docket in ECF.
- In addition, when attachments are filed as separate, but related, documents, each attachment can *also* be up to 25 MB in size.
- As discussed below, the system will prompt you through this process for filing attachments as separate documents.

To file an Emergency Application/Motion in an existing case, click on the “briefcase” Filing icon on the left vertical ECF Menu:



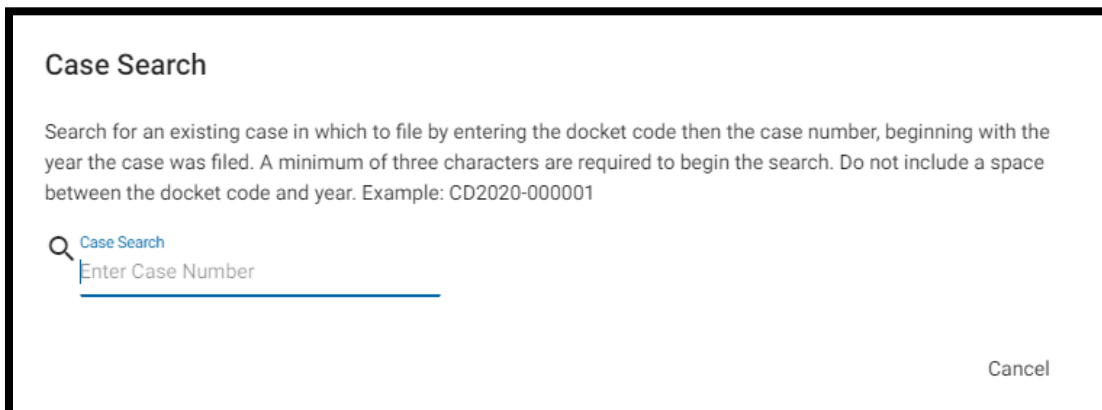
On the Filing Screen, click **File in Existing Case**:



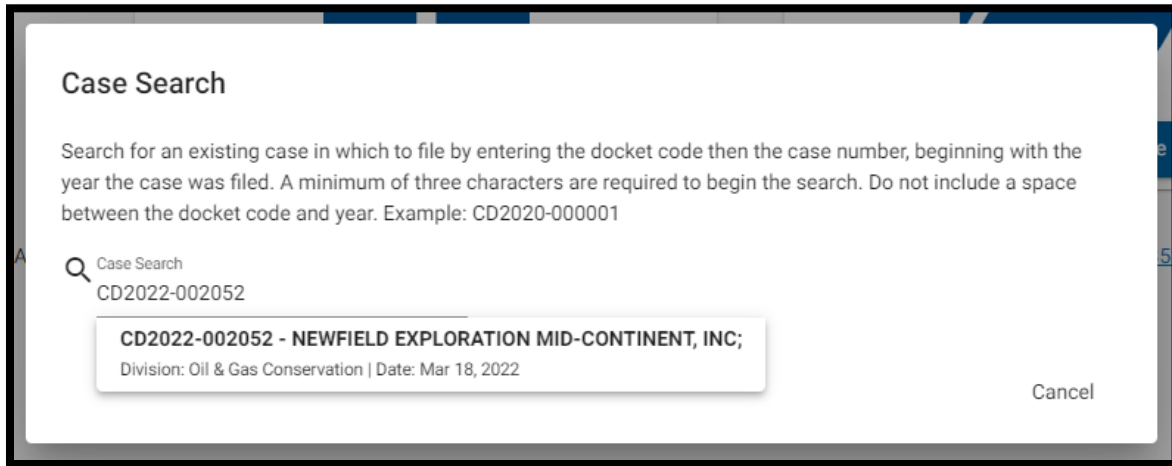
A Case Search pop-up will open. Starting with the two-letter docket code, type as much of the case number as you can in this format: Docket Code/Year/Dash/Six Digits with no space between the docket code and year (XXYYYY-#####) or (XXXYYYY-#####).

A minimum of three characters is required.

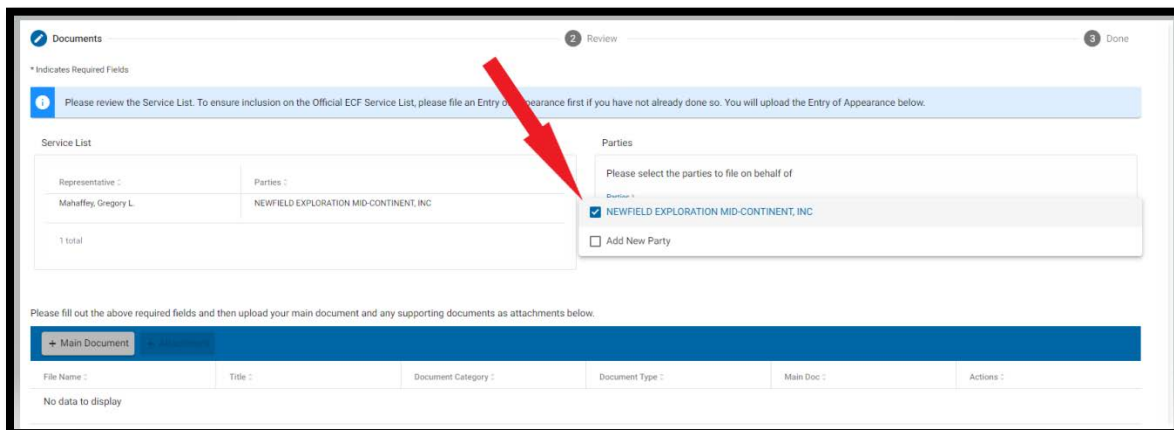
NOTE: For those “Transitional Cases” filed prior to the ECF launch and now open in ECF, reformat the original case number in the new ten (10) character ECF format, *e.g.*, to file in CD 2022200300, search for CD2022-000300. **You must include the dash.**



Click on the name of the case in which you are filing:



On the Documents page, use the drop-down list of parties to the case to indicate the party for which the document is being uploaded:



Begin document filing by clicking **Main Document**.

NOTE: A pop-up box, including a warning regarding redaction requirements will appear.

Read the notice, ensure that you have made any required redactions, and click the redaction rule acknowledgement

Use the drop-down boxes to elect the **Document Category** and **Document Type**.

For an Emergency Application, the Category is **Motion/Response/Brief** and the Document Type is **Application/Motion for Emergency Relief**.

Upload Document

Warning: You must read and agree to below notices before uploading documents.

Caution: All documents filed with the Commission using ECF will be visible to the public on the OCC website. It is your responsibility to redact confidential information from any electronically filed document.

Unredacted documents containing confidential information must be filed in paper with the OCC Court Clerk's Office. A Confidential Cover Page with a brief description of what is being filed must also be filed through ECF. See 165:5-1-5(h). For questions re: filing confidential documents, please contact the Court Clerk's Office at 405-521-2352 or e-mail: courtclerk@occ.ok.gov.

Redaction Notice:
The responsibility for redacting personal data identifiers as required in 165:5-1-5(i), or as otherwise required by law, rests solely with counsel and the parties. The OCC will not review documents for compliance with redaction requirements, seal documents containing personal data identifiers, or redact documents.

I acknowledge that I have read and agree to the Redaction Notice.

Application for Emergency Order.pdf Browse

Document Category * Document Type *
 Motion/Response/Brief Application/Motion for Emergency Relief

Title
Emergency Application

Cancel Upload

Type the title of the document as it appears on the document and click **Upload**.

NOTE: If you cannot see the **Upload** button, adjust the Zoom in your browser down to show more of the pop-up box on your screen.

The name of the main document will be listed on the next screen.

If the information is incorrect, click Edit or Delete.

If the information is correct and there is a separate attachment to the motion/application for emergency relief, click **Attachment**.

If the information is correct and there is no separate attachment to the motion/application, click **Next**.

Please fill out the above required fields and then upload your main document and any supporting documents as attachments below.

+ Attachment

File Name :	Title :	Document Category :	Document Type :	Main Doc :	Actions :
1647743883015-Application for Emergency Order.pdf	Emergency Application	Motion/Response/Brief	Application/Motion for Emergency Relief	Yes	✎ Edit 🗑 Delete
1 total					

Back Next

Use the next screen to review the document information for accuracy, prior to clicking **Submit**.

Use **Back** (next to **Pay & Submit**) rather than the back button on your browser to edit.

Clicking **Submit** commits this transaction. You will have no further opportunity to modify this submission.

Filing on behalf of the following: NEWFIELD EXPLORATION MID-CONTINENT, INC

Filing by: Streeter, Della

Fees: \$ FILING FEE- EMERGENCY- CONSERVATION DKT: \$250.00

Name	Document Type	Submission Date
1647743883015-Application for Emergency Order.pdf	Application/Motion for Emergency Relief	Mar 16, 2022

1 total

Back Pay & Submit

A **Confirm Submission** pop-up screen will open. This is the last opportunity to cancel the filing.

After clicking **Pay & Submit**, a confirmation pop-up will appear.

To proceed to the payment portal, click **Yes**:

Confirm Submission

Are you sure you want to submit this filing? You will not have a chance to modify this once submitted. You will be redirected to the payment portal to pay invoice before filing is submitted.

Cancel Yes

You will be redirected to the credit card payment portal.

Fill in the Customer Information for the credit card holder and click **Next**.

NOTE: You must fill in the email address field in order to receive a receipt from the credit card processing company that includes the amount of the 3% service fee. (The receipt that appears in ECF will only include the filing fee amount.)

The screenshot displays the ECF filing interface with the following sections:

- Progress Bar:** 1 Payment Type, 2 Customer info, 3 Payment, 4 Submit Payment.
- Transaction Detail:**

SKU	Description	Unit Price	Quantity	Amount
80040	FLING FEE- EMERGENCY- CONSERVATION DKT	\$200.00	1	\$200.00
Total				\$200.00
- Payment:** Payment Type: Credit/Debit Card (checked).
- Customer Information:** Fields include Country (United States), First Name (Della), Last Name (Brester), Company Name (Example Law Firm), Address (Example Street), City (Example City), State (California), ZIP/Postal Code (7309), Phone Number (121-212-1212), and Email (dellabrester@firm.com). A red arrow points to the Email field.
- Transaction Summary:**

FLING FEE- EMERGENCY- CONSERVATION DKT	\$200.00
Non-Refundable Service Fee	\$7.00
TOTAL	\$207.00
- Need Help?** Please complete the Customer Information Section.
- Buttons:** Next, Cancel.

Fill in the payment information and click **Next**:

1 Payment Type
2 Customer info
3 Payment
4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
600045	FILING FEE- EMERGENCY- CONSERVATION DKT	\$250.00	1	\$250.00
Total				\$250.00

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Address

Della Stroeter
Example Law Firm
Example Street
Example City, OK 73098

Phone Number

121-212-1212

Country

United States

Email Address

dellastreetmasonfirm+7@gmail.com

[Edit](#)

Payment Information

Complete all required fields (*)

Credit Card Number *

 ✓

Credit Card Type

Expiration Month *

 ✓

Expiration Year *

 ✓

Security Code *

Name on Credit Card *

 ✓

Next >

[Cancel](#)

Transaction Summary

FILING FEE- EMERGENCY- CONSERVATION DKT	\$250.00
Non-Refundable Service Fee	\$7.50
TOTAL	\$257.50

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Review the transaction and confirm if the information is correct:

1 Payment Type
2 Customer Info
3 Payment
4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
600045	FILING FEE- EMERGENCY- CONSERVATION DKT	\$250.00	1	\$250.00
Total				\$250.00

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

[Edit](#)

Address: Della Streeter, Example Law Firm, Example Street, Example City, OK 73098
 Phone Number: 121-212-1212

Country: United States
 Email Address: dellastreetmasonfirm+7@gmail.com

Payment Information ✓

[Edit](#)

Credit Card: Visa ****1111, Exp. 07/2030
 Name on Credit Card: Della Streeter

Cancel
Submit Payment

Transaction Summary

FILING FEE- EMERGENCY- CONSERVATION DKT	\$250.00
Non-Refundable Service Fee	\$7.50
TOTAL	\$257.50

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

Review & Confirm

Please confirm the payment of \$257.50 to be charged to account ending in ****1111.

Back
OK

Please wait

Your payment is being processed.

Please do not close your tab or window, and please do not use your browser's Back button.

Once the payment process is complete, a summary screen will appear, listing the document filed, the filing fee invoice and the receipt for the amount of the filing fee.

Click on the case number or the View Case link at the top right of the Receipt screen to view case information:

Success: Case Number: [CD2022-002052](#) [View Case](#)

Case Name: NEWFIELD EXPLORATION MID-CONTINENT, INC

Filing By: Filed by Mahaffey, Gregory L. on behalf of: NEWFIELD EXPLORATION MID-CONTINENT, INC

Docket Text

- Application/Motion for Emergency Relief filed on behalf of NEWFIELD EXPLORATION MID-CONTINENT, INC. Document Title: Emergency Application .
- INVOICE #3229387 ADDED WITH FEES: FILING FEE- EMERGENCY- CONSERVATION DKT \$250.00 FEE .
- RECEIPT #2198531 APPLIED

Notice will NOT be electronically mailed to

Mahaffey, Gregory L.
300 NE 1st Street Oklahoma City, Oklahoma 73104-4404

A payment receipt will be emailed to the email address provided with the credit card information. This receipt will include the 3% service fee charged by the credit card processing company:

Payment Receipt Confirmation
Your payment was successfully processed.

Transaction Summary

Description	Order ID	Amount
		\$250.00
	63444594	\$250.00
Description	Order ID	Amount
Non-Refundable Service Fee	63444596	\$7.50

Customer Information

Customer Name: Della Streeter
 Company Name: Example Law Firm
 Local Reference ID: D-4316
 Receipt Date: 3/19/2022
 Receipt Time: 10:08:15 PM CDT

Payment Information

Payment Type: Credit Card
 Credit Card Type: VISA
 Credit Card Number: *****1111
 Billing Name: Della Streeter

Billing Information

Billing Address: Example Street
 Billing City, State: Example City, OK
 ZIP/Postal Code: 73098
 Country: US

Phone Number: 121-212-1212
 This receipt has been emailed to the address below.
 Email Address: dellastreetmasonfirm+7@gmail.com