

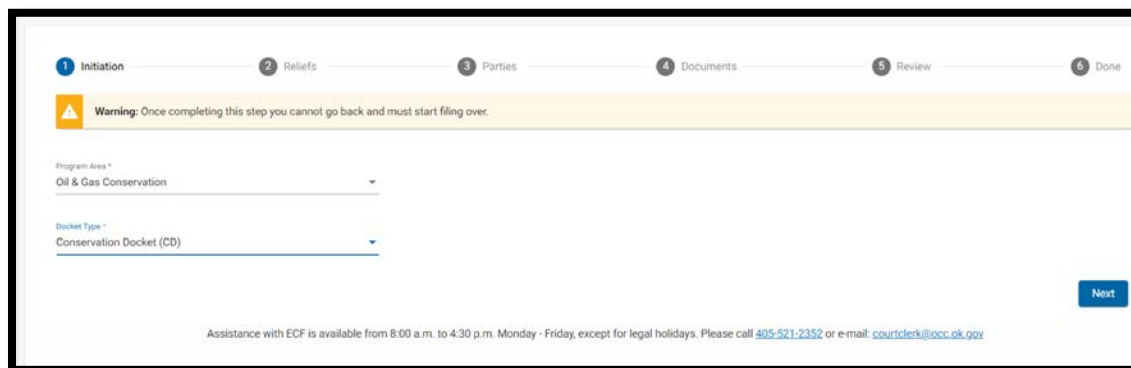
The General Instructions for filing a new case and paying the filing fee by credit card are applicable to filing cases on the Oil & Gas Conservation Dockets – Conservation, Gas Gathering, General, and Pollution.

However, there are some additional steps, discussed here – **Hearing Venue and Legal Location(s)** -- and in the sections below re: specific Conservation Docket relief types.

When filing a new case on these dockets, there is an opportunity to enter one, or more, legal locations.

The example below demonstrates filing an application requesting a location exception.

To file on the Conservation Docket, select the Oil & Gas Conservation Program Area and the Conservation Docket & click **NEXT**:



1 Initiation 2 Reliefs 3 Parties 4 Documents 5 Review 6 Done

**Warning:** Once completing this step you cannot go back and must start filing over.

Program Area \*  
Oil & Gas Conservation

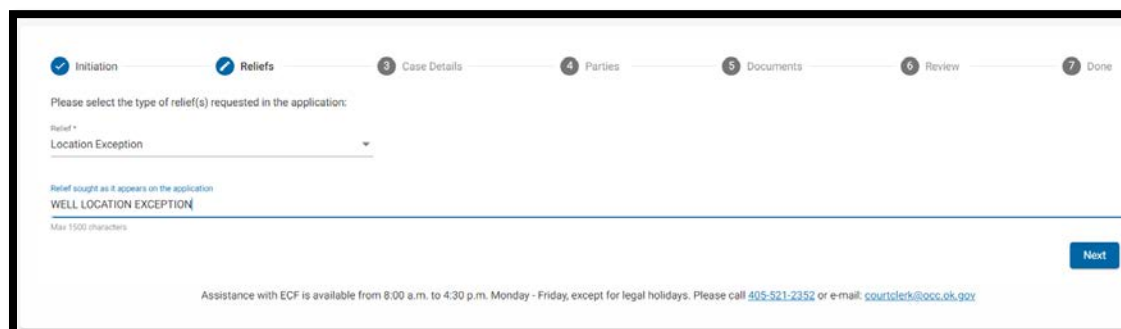
Docket Type \*  
Conservation Docket (CD)

Next

Assistance with ECF is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call [405-521-2352](tel:405-521-2352) or e-mail: [courtclerk@occc.ok.gov](mailto:courtclerk@occc.ok.gov)

Selection “Location Exception” in the **Relief** field.

Enter the relief requested in the “**Relief sought as it appears in the application**” field and click **Next**.



1 Initiation 2 Reliefs 3 Case Details 4 Parties 5 Documents 6 Review 7 Done

Please select the type of relief(s) requested in the application:

Relief \*  
Location Exception

Relief sought as it appears in the application  
WELL LOCATION EXCEPTION  
Max 1500 characters

Next

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On the Case Details screen, use the **Preferred Hearing Venue** field to indicate the regional service office at which you would like the hearing to be conducted – Oklahoma City or Tulsa.

To enter the legal location associated with the requested relief, click **No** in response to “Is the legal description on the application statewide?” (The exception question will be discussed in another section.)

**NOTE:** For applications where the relief requested is statewide, **or not applicable to any specific legal location**, click **Yes** in response to the question “Is the legal description on the application statewide?”

Click **Next**.

Initiation Reliefs Case Details Parties Documents Review Done

Preferred Hearing Venue  
OKC TUL

Seeking an exception to OAC 165:10-3-28(c) (2)?  
 Yes  No

Is the legal description on the application statewide?  
 Yes  No

Back Next

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The legal locations in this example are Sections 10 and 15, Township 12N (North), Range 10W (West), Canadian County.

On the Legal Locations screen, begin by using the arrow next to the **# of Legal Locations** field. In this example there are two legal locations:

Initiation Reliefs Case Details Legal Locations Parties Documents Review Done

# of Legal Locations 2

Please add correct number of legal locations to table below or adjust section count.

+ Add Legal Location

Meridian :	Section :	Township :	Range :	Formations :	Counties :	Actions :
No data to display						
0 total						

Back Next

Next, click **Add Legal location**.

Use the arrows and drop-down lists in the legal location fields to fill in the details of the first legal location.

The **Formation** field is loaded with a list of the most common formations.

Search the formation list by beginning to type the formation name.

If the formation is not included in the list, choose “Other” and type in the name of the formation using the field that appears when Other is selected. More than one formation can be chosen.

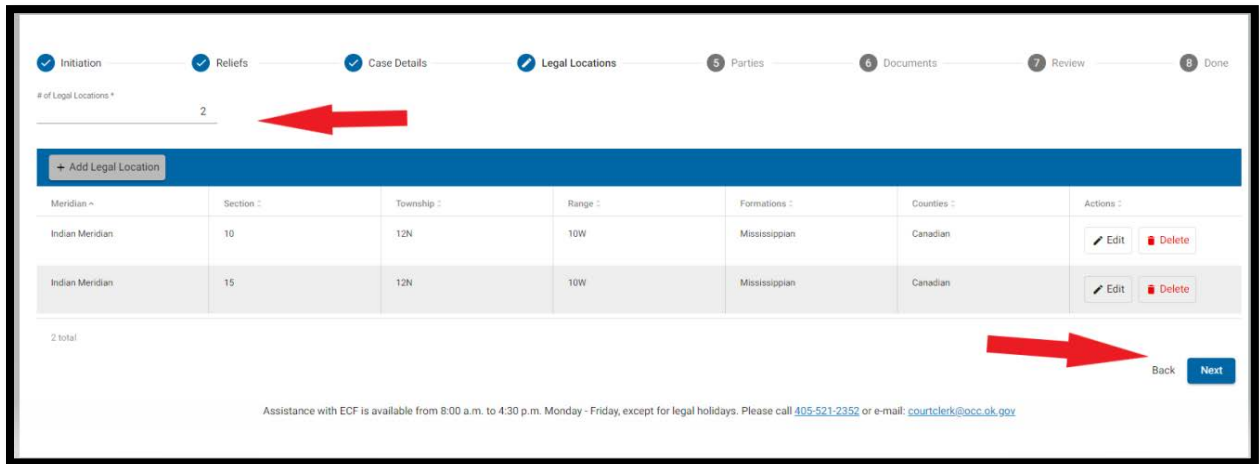
Begin typing the **County** name to pull up the list of counties from which to choose. More than one county can be chosen.

When the fields are complete, click **Save**.

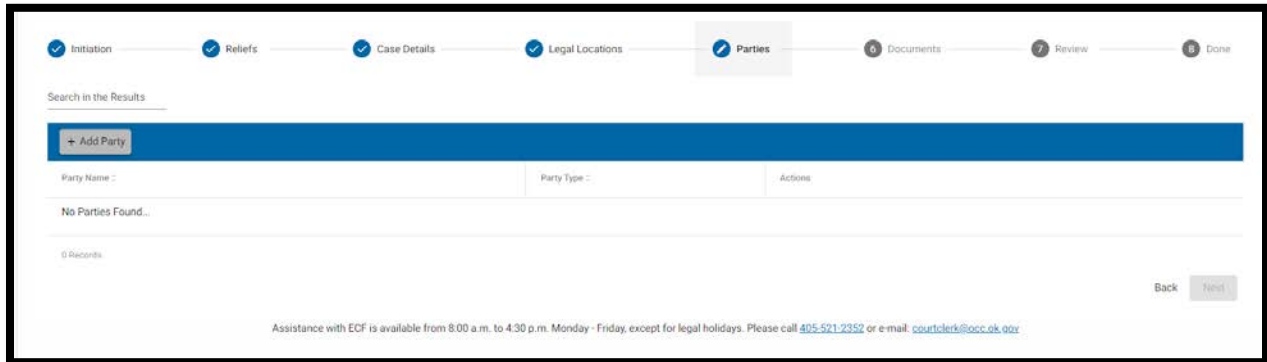
The screenshot shows a web interface for adding legal locations. At the top, a progress bar indicates the current step is 'Legal Locations'. Below the progress bar, a field labeled '# of Legal Locations' contains the number '2'. A yellow warning banner states: 'Please add correct number of legal locations to table below or adjust section count.' Below the banner is a blue button labeled '+ Add Legal Location'. Underneath is a table with columns for Meridian, Section, Township, Range, Formations, and Counties. The 'Meridian' column has a dropdown menu with 'Indian Meridian' selected. The 'Section' column has a dropdown menu with '10' selected. The 'Township' column has a dropdown menu with '12N' selected. The 'Range' column has a dropdown menu with '10W' selected. The 'Formations' column has a dropdown menu with 'Mississippian' selected. The 'Counties' column has a dropdown menu with 'Canadian' selected. To the right of the table is an 'Actions' column with 'Cancel' and 'Save' buttons. Two red arrows point to the '+ Add Legal Location' button and the 'Save' button.

Click on **Add Legal Location** and add the details of the second legal location and click **Save**.

Once the number of entered and saved legal locations matches the number of legal locations entered in the **# of Legal Locations** field, the **Next** button will turn from grey to blue. Click **Next**.



The Parties page will appear:



From this point, follow the General Instructions for filing a new case.