Quick Search:

Quick Search is the best search option when you want to review a case record and know the docket code and case number, or the docket code and year the case was filed. (If you do not know the docket code, search using the Case Number Filter on the Advanced Search screen.)

In ECF, elements of the "case number" may include:

- abbreviation for the docket on which the case was filed (the "docket code");
- the year the case was filed; and
- a 6-digit number indicating the order in which the case was filed that year.

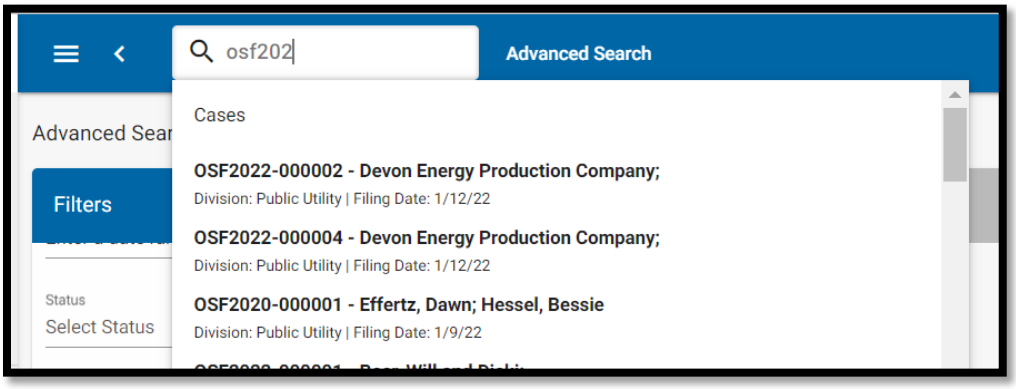
Where all three elements are used, there is **no space** between the docket code and the year and there is a dash between the year and the six-digit number, ***e.g.,*** **CD2022-000001**.

Codes for the docket types available in ECF are as follows:

- General (GD)
- Conservation (CD)
- Consumer Services (CS)
- Enforcement (EN)
- Gas Gathering (GG)
- Motor Carrier Citation (MCC) [Coming soon]
- Oklahoma Universal Service Fund (OSF)
- Petroleum Storage Tank (PSD)
- Petroleum Storage Citation
- Pollution (PD)
- Public Utility (PUD)
- Rulemaking (RM)
- State Fund Plugging (SF)
- Transportation (TD)

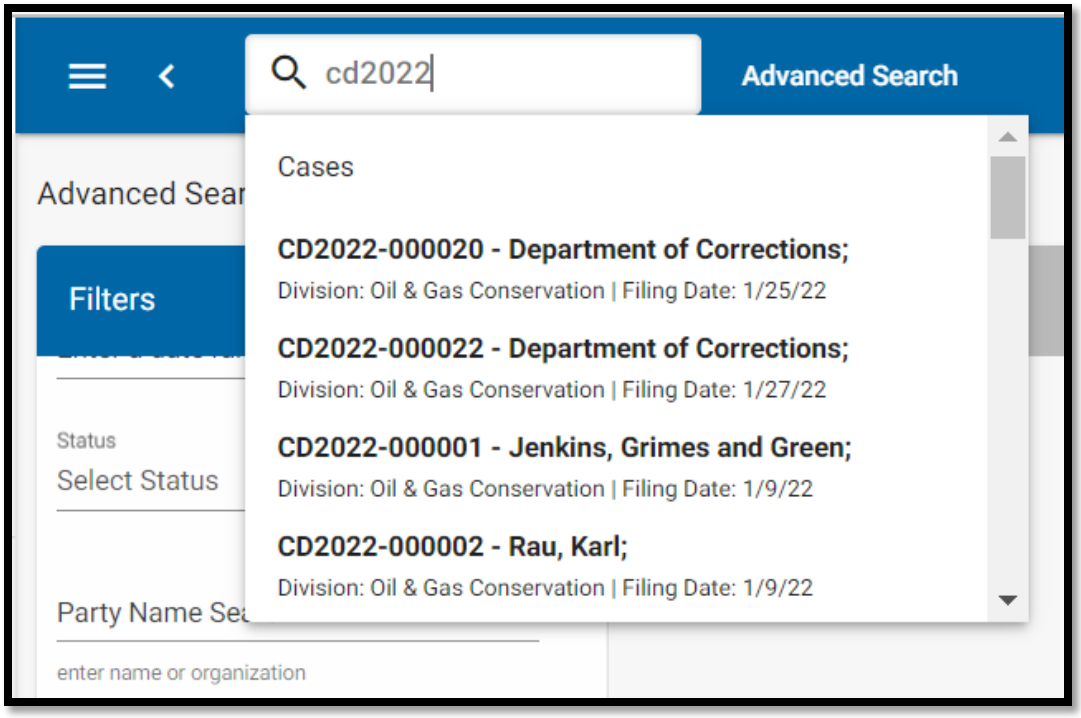
Quick Search requires at least six characters – the docket code and however many digits in the year add up to six characters.

For example, typing “osf202” and hitting Enter to search will result in a drop-down list of cases filed on the Oklahoma Universal Services Fund Docket during all years starting with the digits “202” – 2020, 2021, 2022, etc.



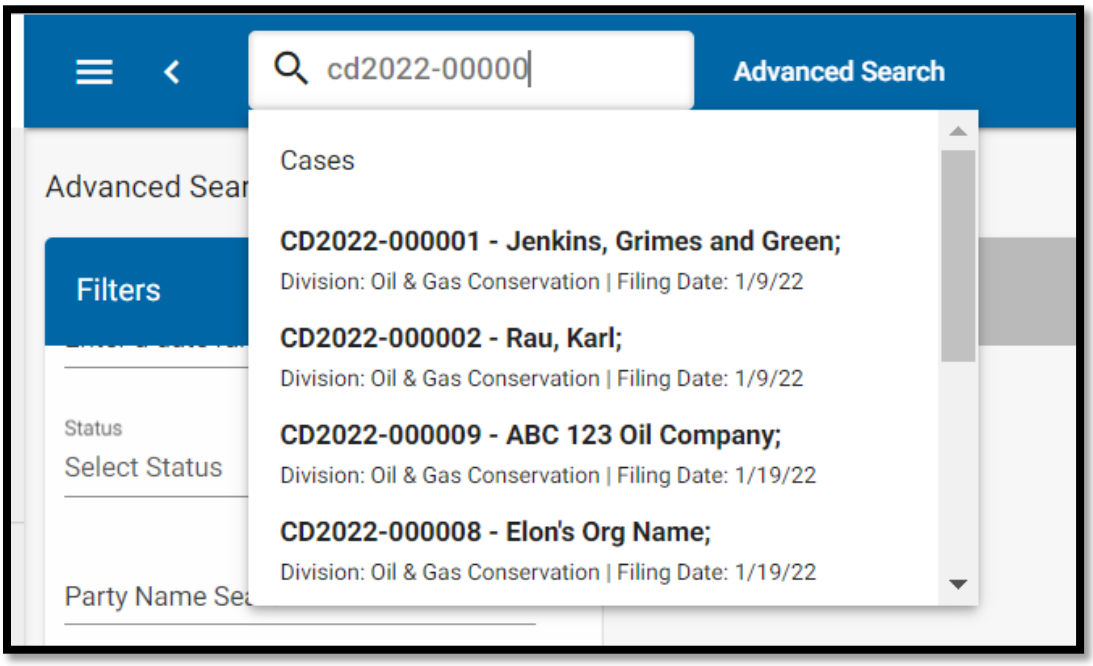

Searching “osf2022” will narrow the drop-down list to only those case filed on the OSF Docket in 2022.

Where the docket code consists of only two letters, the entire year of the case must be entered to generate a list of cases from which to choose. Searching by “cd2020” will open a drop-down list of cases on the Conservation Docket filed during 2020:

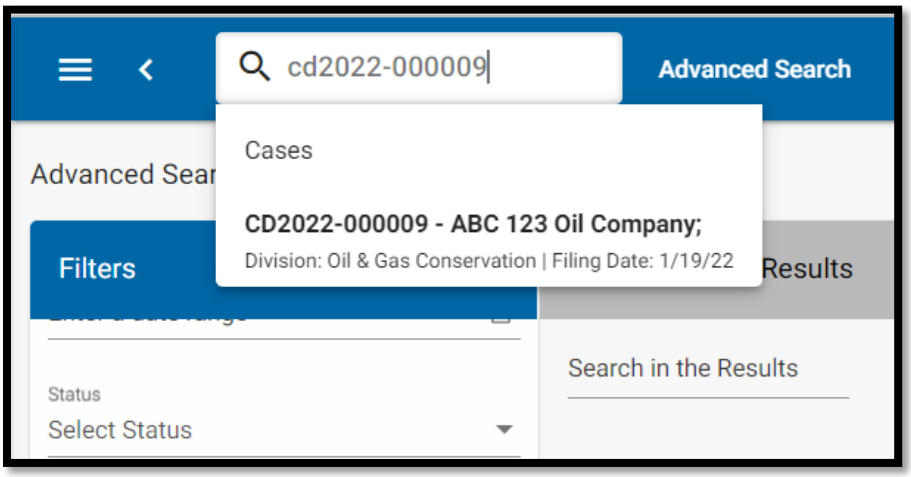


The drop-down list of choices can be narrowed further by typing in additional digits beyond the required number. **However, a dash (-) must be included after the year.**

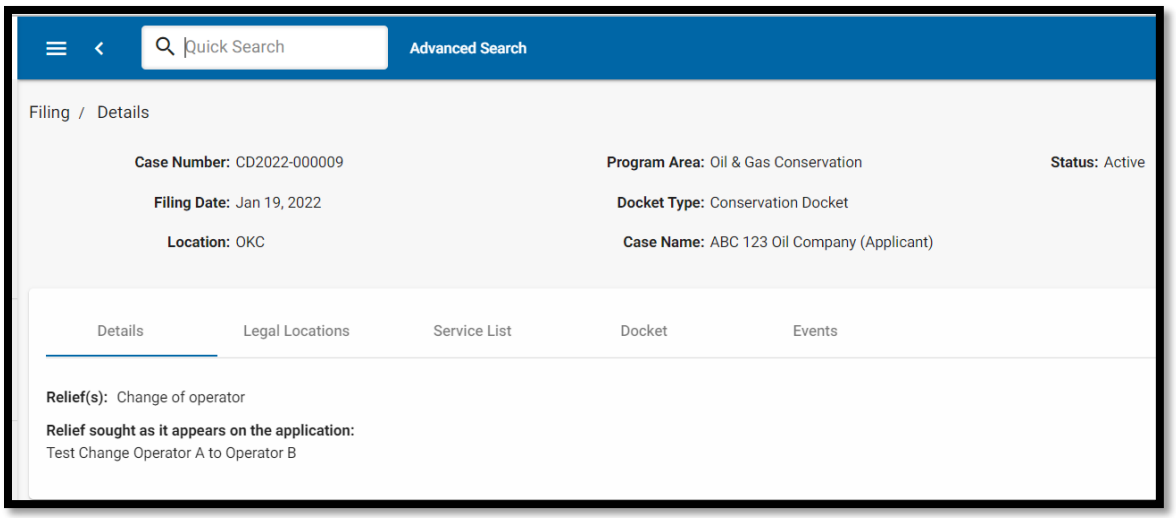
Searching by “cd2022-00000,” rather than “cd2022” generates a shorter drop-down list of cases from which to choose:




The full case number - “cd2022-000009” - opens a drop-down list including that case only:



Clicking on a case in the drop-down list opens the Details Screen (in a new browser tab) for that case:



## Advanced Search:

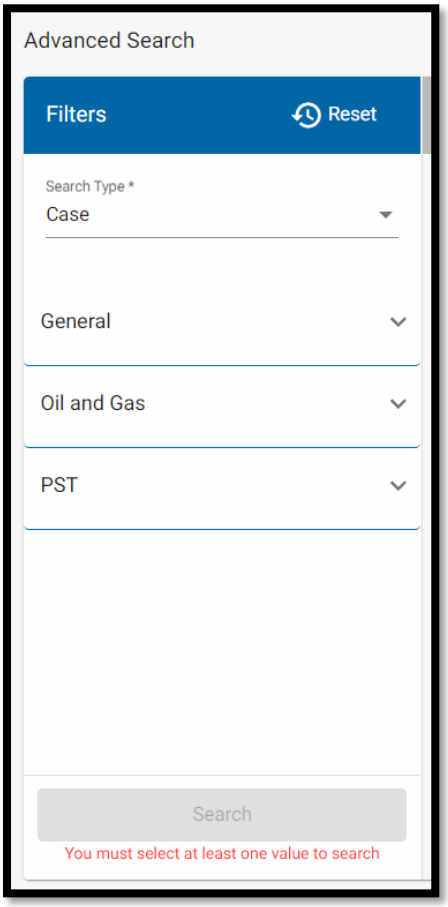
Advanced Search allows for conducting wide or narrow searches for cases or documents using a variety of filters, individually or in combination.

There are two ways to navigate to the Advanced Search screen:

1) Click on “Advanced Search” in the blue horizontal menu bar at the top of each main ECF screen, or

2) Click on “Search” in the left vertical ECF menu and select “Case” or “Document.”

The Advanced Search filters are located along the left side of the Advanced Search screen in the vertical Filters Menu. The Reset button at the top of the menu clears selections in the Filters Menu before conducting a new search.

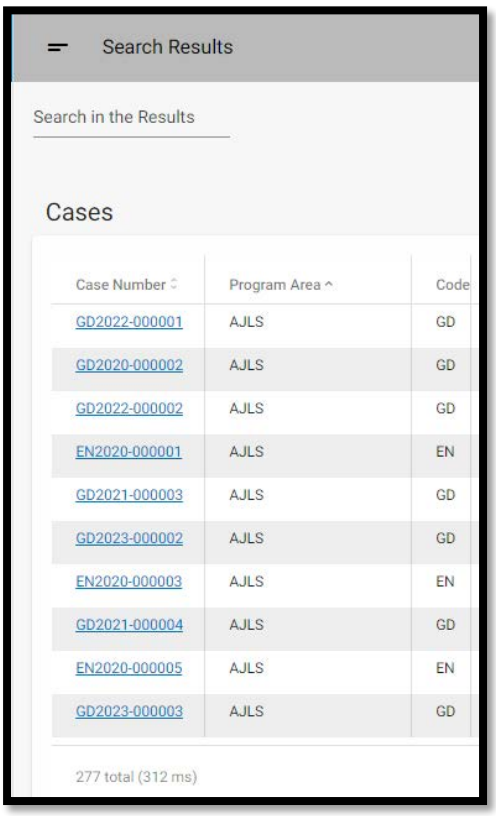


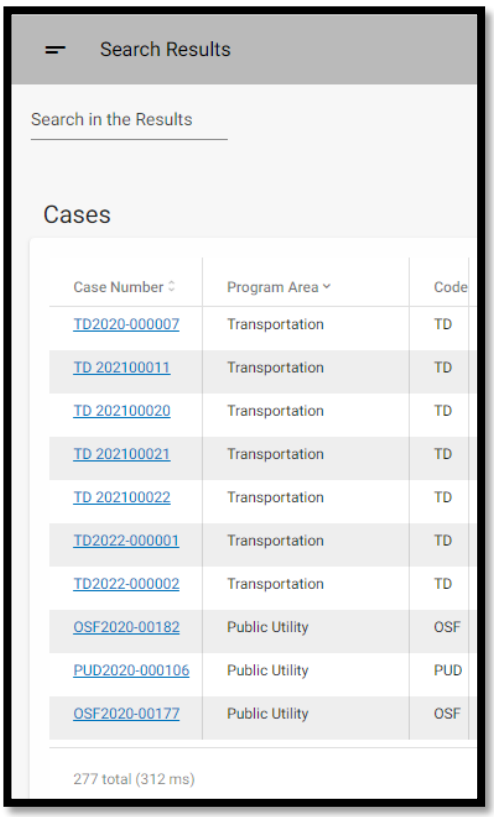
Once selections are made in the Filters Menu, the Search button at the bottom of the menu will turn from grey to blue.

Click on the blue Search button to generate a list of search results.

A results list, organized in columns, will appear to the right of the Filters Menu in the Search Results window. Column width can be changed by clicking on the lines separating headings and dragging the curser right or left.

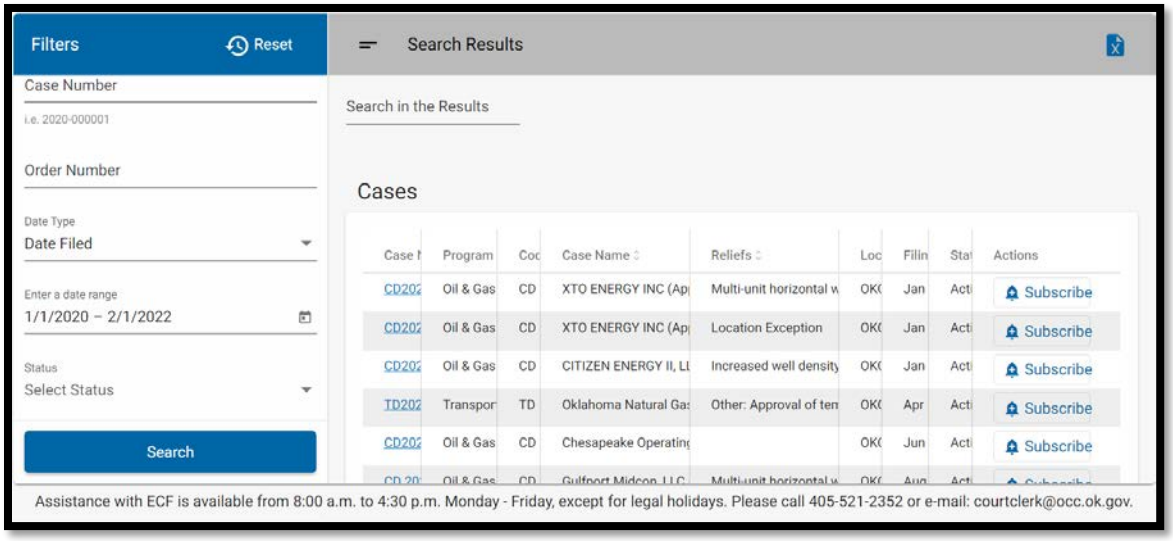
The Up and Down arrows to the right of each column title in the Search Results can be used to sort results. In the illustrations below, the same Search Results are sorted by the Program Area column -- A to Z and Z to A:

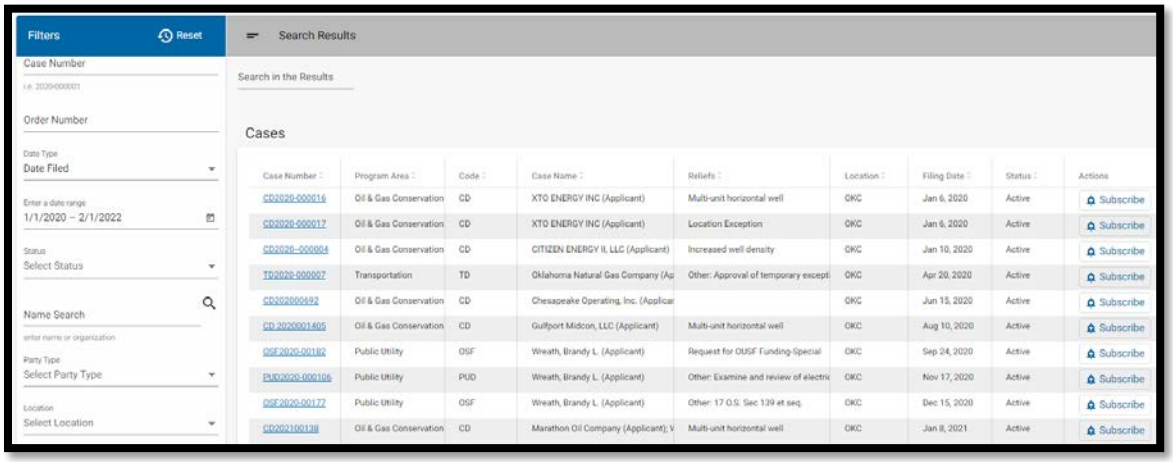



**NOTE:** If Search Results columns are overlapping such that the sort arrows to the right of each heading, or the contents of columns, are not visible, decreasing the Zoom setting in the browser will create more space for search results on the screen and allow the columns to show at their full width.

In the two examples below, the browser's Zoom setting is set to 100% in the first illustration and 67% in the second:




Individual columns can be widened by hovering the cursor over the vertical line between headings. A double-sided horizontal arrow will appear. Clicking and holding on the arrow while moving the mouse allows for widening or narrowing the columns on either side.

**Downloading Search Results:**

To download search results into an Excel spreadsheet, click on the X icon at the upper right of the Search Results window:

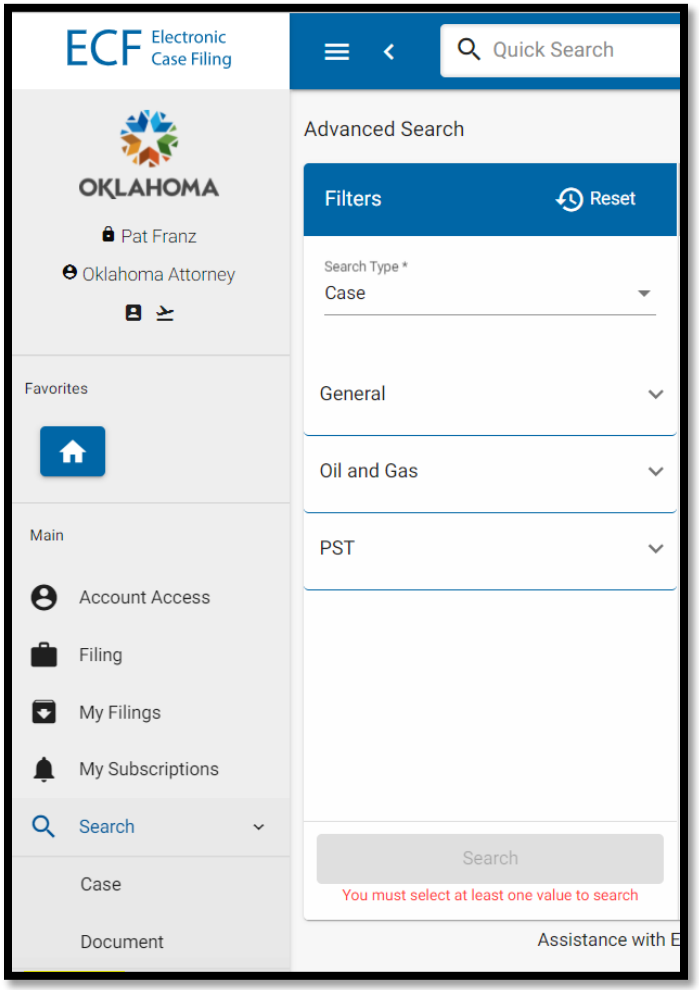
Search Type Filter - Case or Document:

The first selection on the Filters Menu is Search Type – Case Search or Document Search.

Navigating to the Advanced Search screen by clicking on “Advanced Search” in the blue horizontal ECF menu bar automatically sets the Search Type to Case Search.

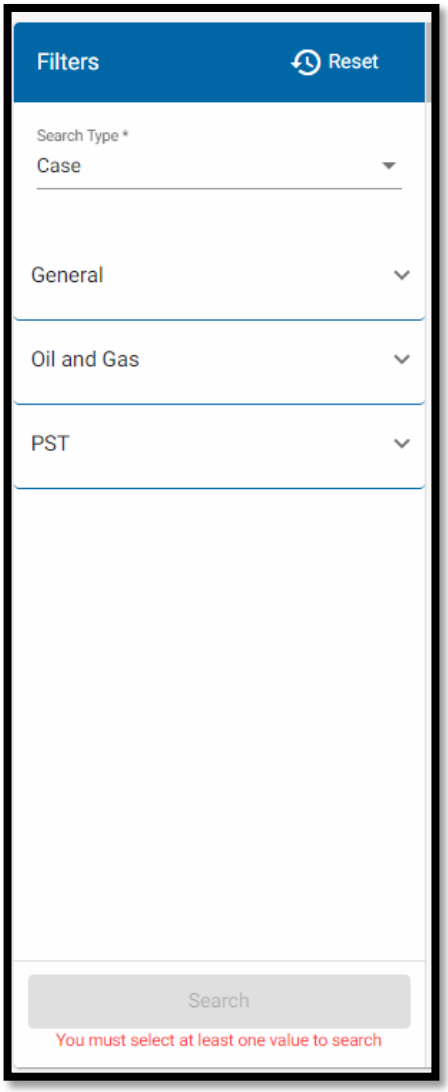
The Search Type can be changed between Case Search and Document Search from either the “Search” area of the left vertical ECF menu or the Search Type Filter in the Filters Menu on the Advanced Search screen.

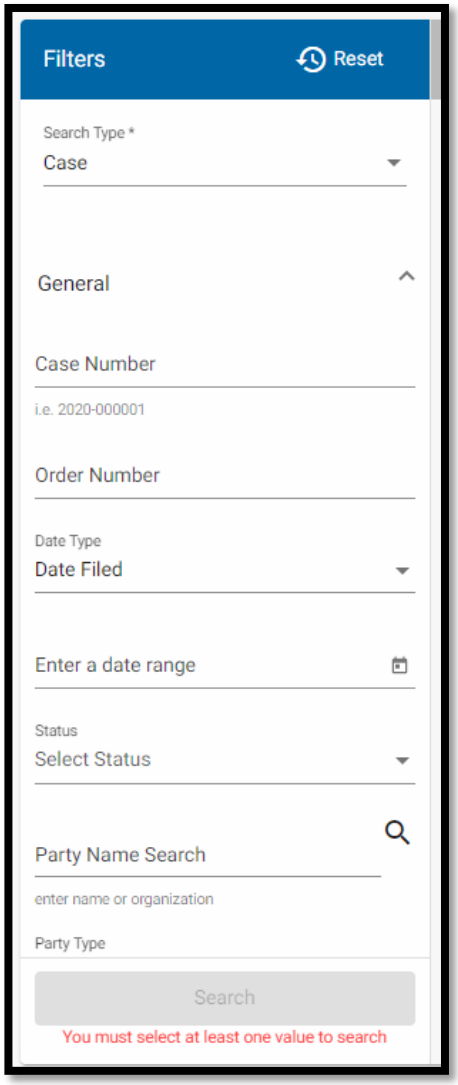
**NOTE:** A Search Type selection – Case or Document – is required. No search can be run without a designated Search Type.



In addition to Case Type, the filters on the Advanced Search screen are organized into three categories: General, Oil & Gas, and PST (Petroleum Storage Tank).

Clicking the down arrow next to a category opens it to display filter types.

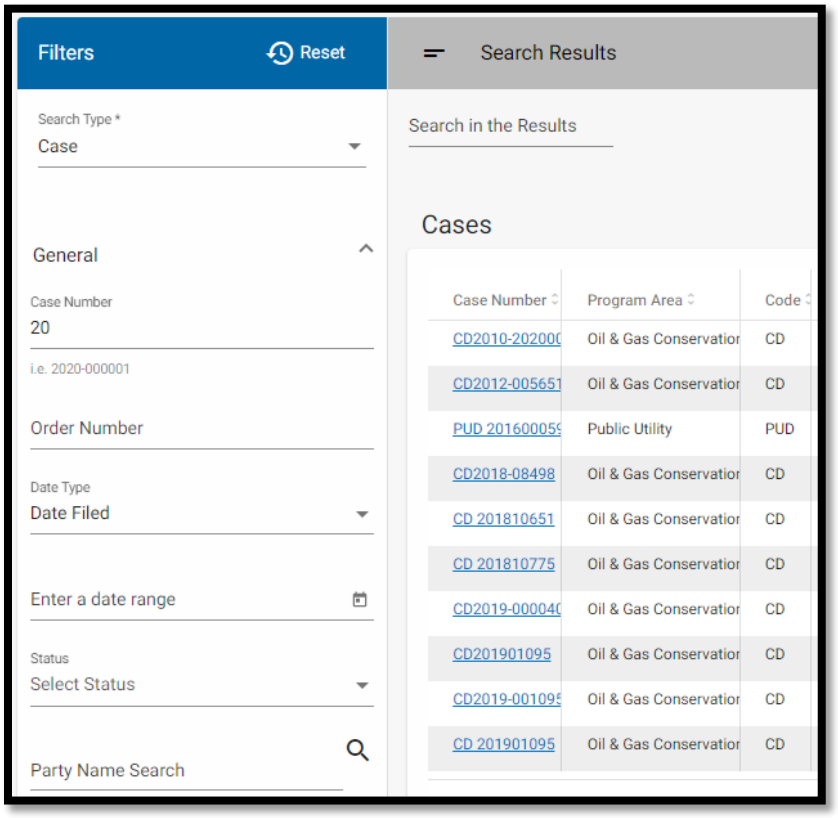


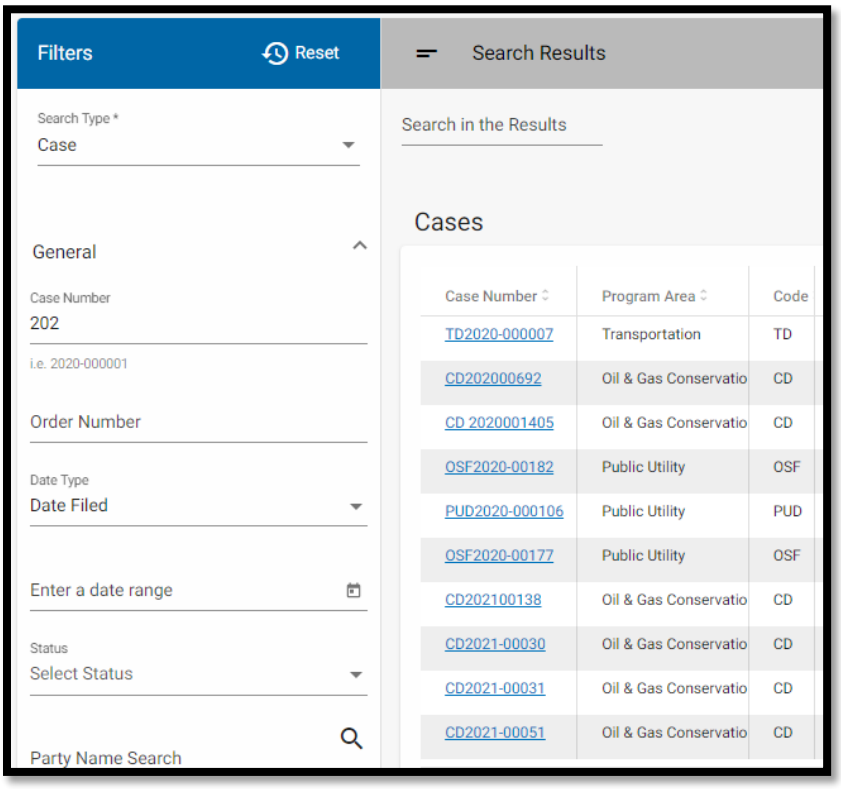

Case Number Filter:

The first filter in the General Category is Case Number. In contrast to the Quick Search Filter, the Case Number Filter uses only the Year and Six Digit elements of the case number only in this format: YYYY-######. **Do not include the Docket Code.**

Type as much of the year and digits (separated by a dash) as you can to narrow the search. For example, searching on "20" will result in a list of all cases filed in 2000 and later (until 1/1/2100):

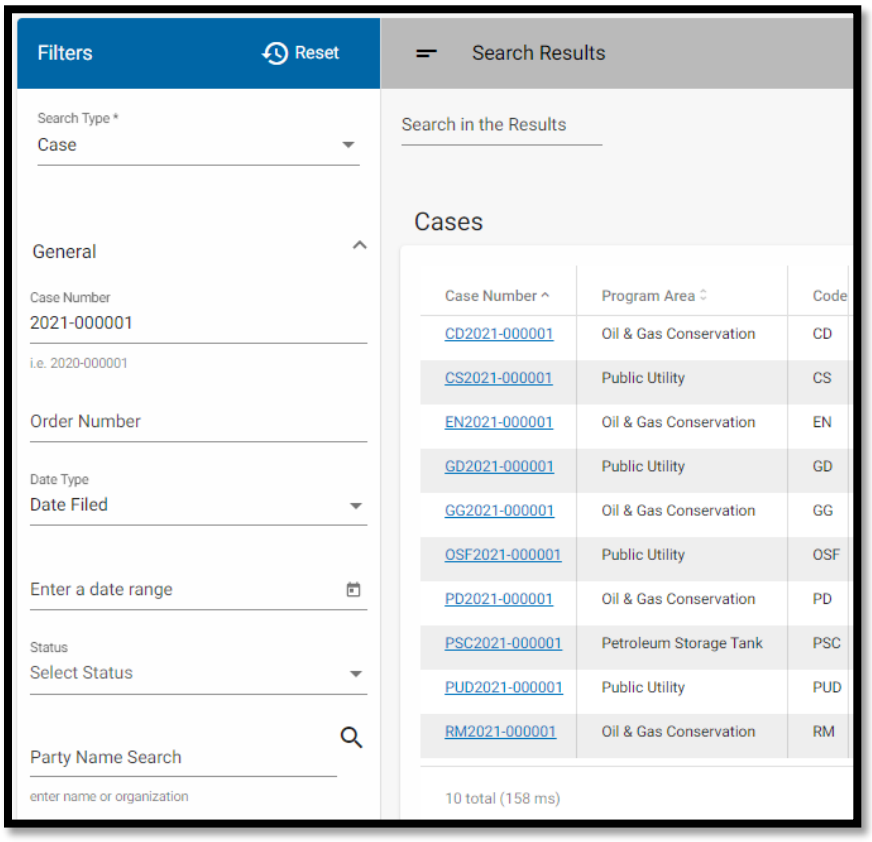



Typing "202" will result in a list of cases filed from 2020 through 2029:




Searching by case number using the entire year filed and six-digit number (*e.g.*, 2021-000001) will generate results that include all cases filed that year, with the same six-digit number, filed on any docket.

In the example below, the results have been sorted by Program Area:

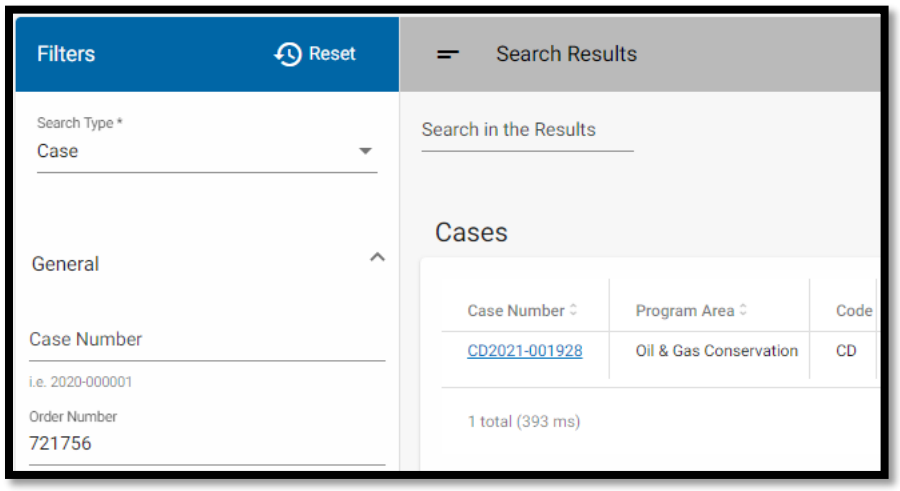



**NOTE:** To conduct a new search, clear the filters by clicking the Reset button at the top of the Filters Menu.

## Order Number Filter:

This filter allows for searching for a case using the Order Number for any Commission order issued in that case.

The entire order number is required to search for a case by order number:



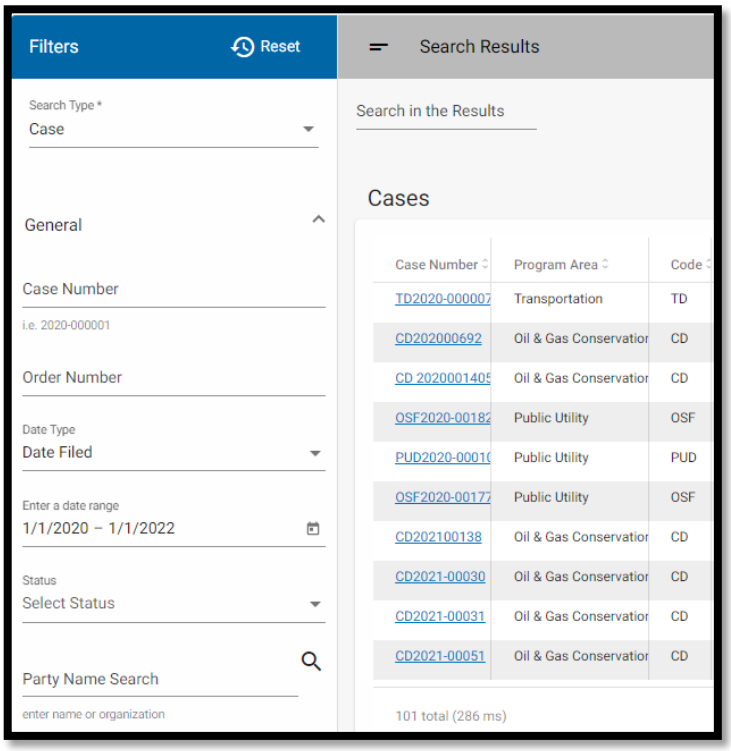

Date Type and Date Range Filters:

The Date Type and Date Range filters work together to allow for searching by a date or a range of dates.

When searching for *cases* by date, the only Date Type available to search is the Filing Date for the case. "Filing Date" is set as the default Date Type selection.

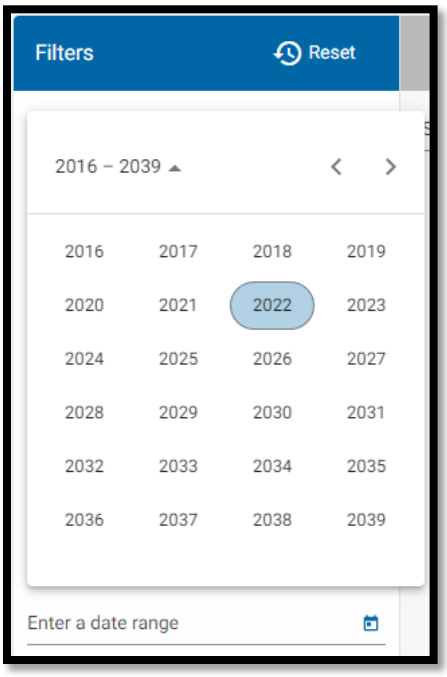
In the Date Range Filter type the Start and End date of the Date Range in dd/mm/yyyy format on either side of the dash in the Date Range Filter.

Do not type the "-". It is part of the filter format. **Click on each side of the – to enter the Start and End dates in the correct position in the filter.**

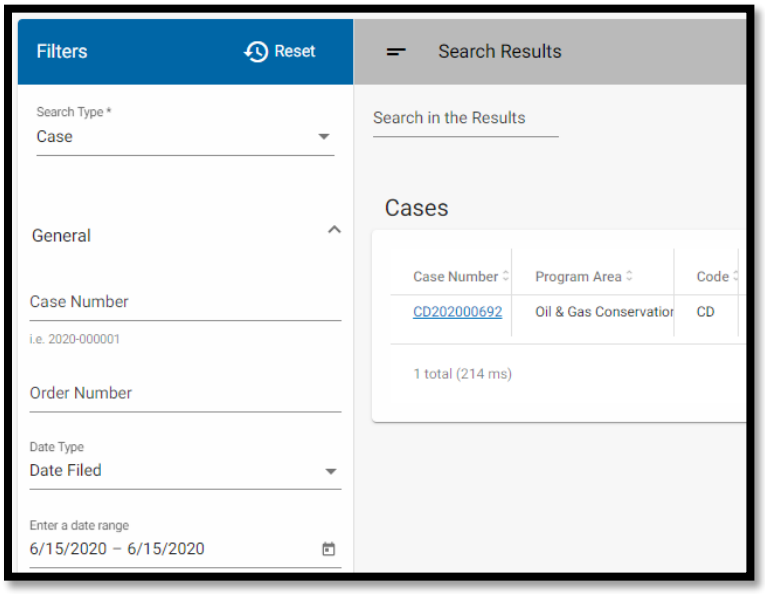



Alternatively, use the calendar icon at the right side of the filter to select beginning and end dates.

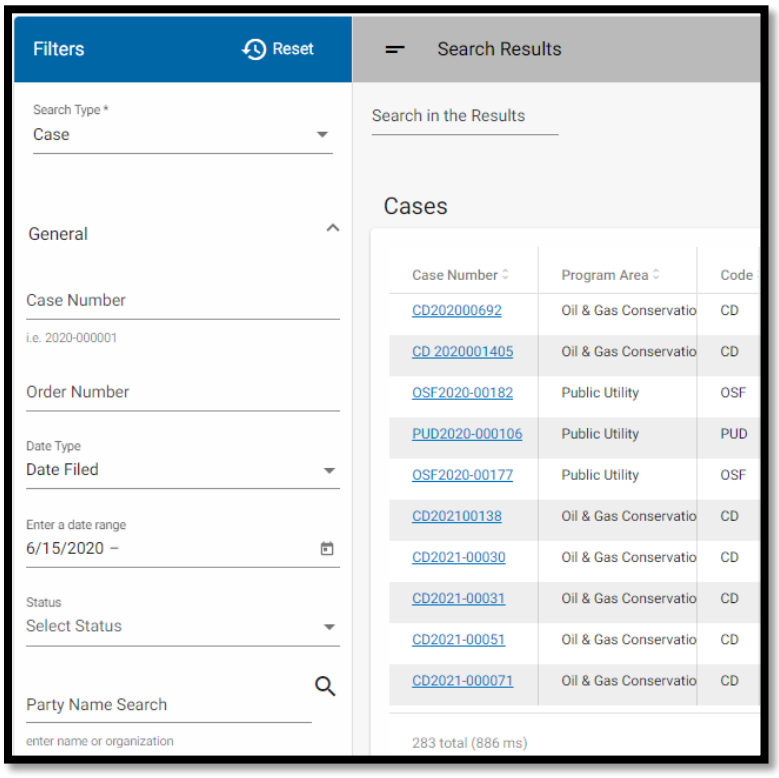
To navigate from year to year quickly in the calendar, click on the month and year at the top left of the calendar.



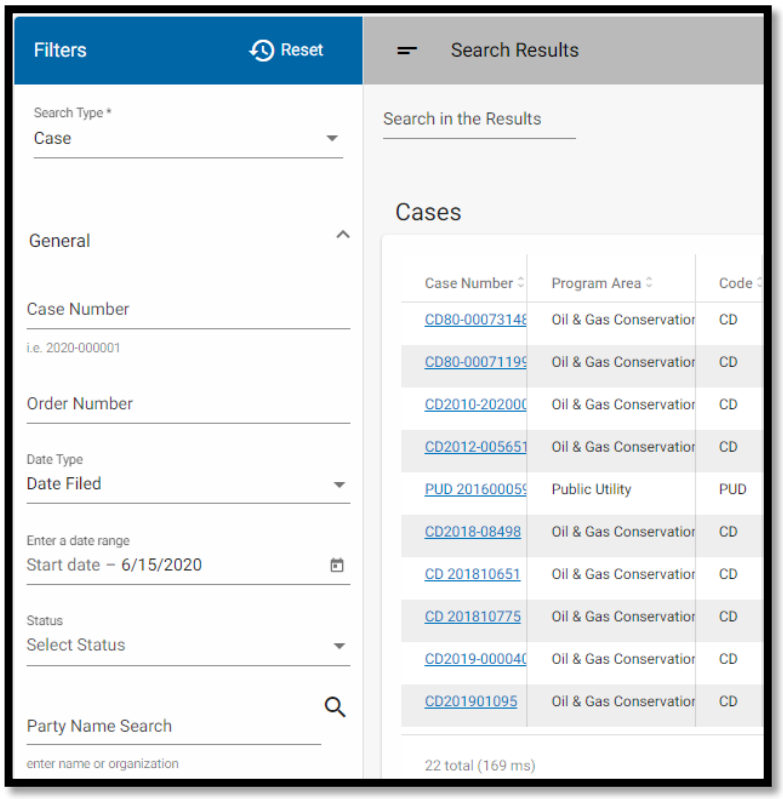
To search for cases filed on one day only, fill in that date for both the Start Date and End Date in the Date Range Filter:




For cases filed between a specific date and the present, fill in the Start Date only:

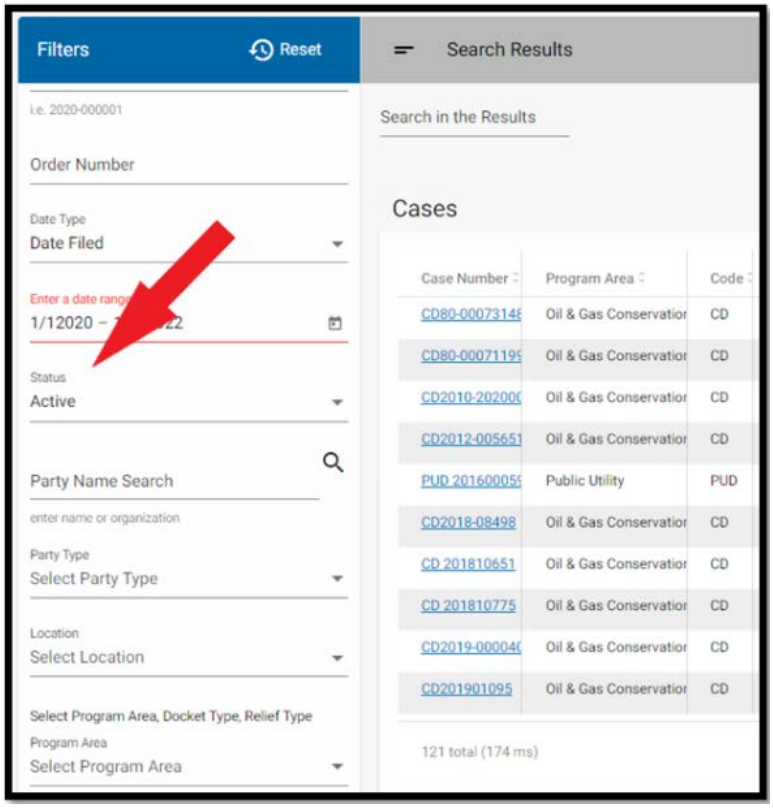


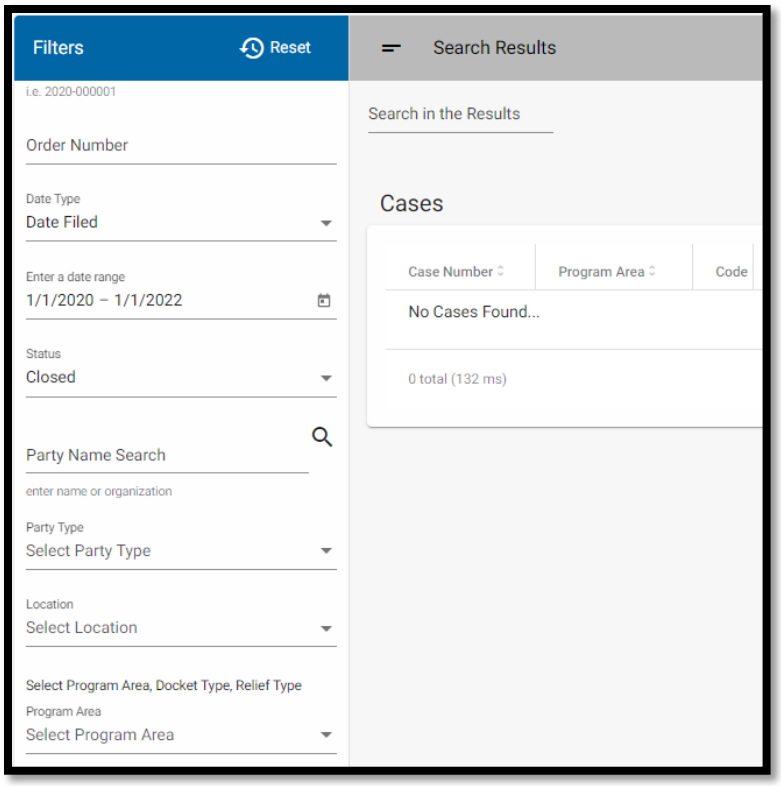
For all cases in ECF filed on or before a specific date, fill in the End Date only:




Status Filter – Active or Closed:

Case search results will include both active and closed cases. Searches can be narrowed to active cases only, or to closed cases only, by selecting the Active or Closed status in this filter:

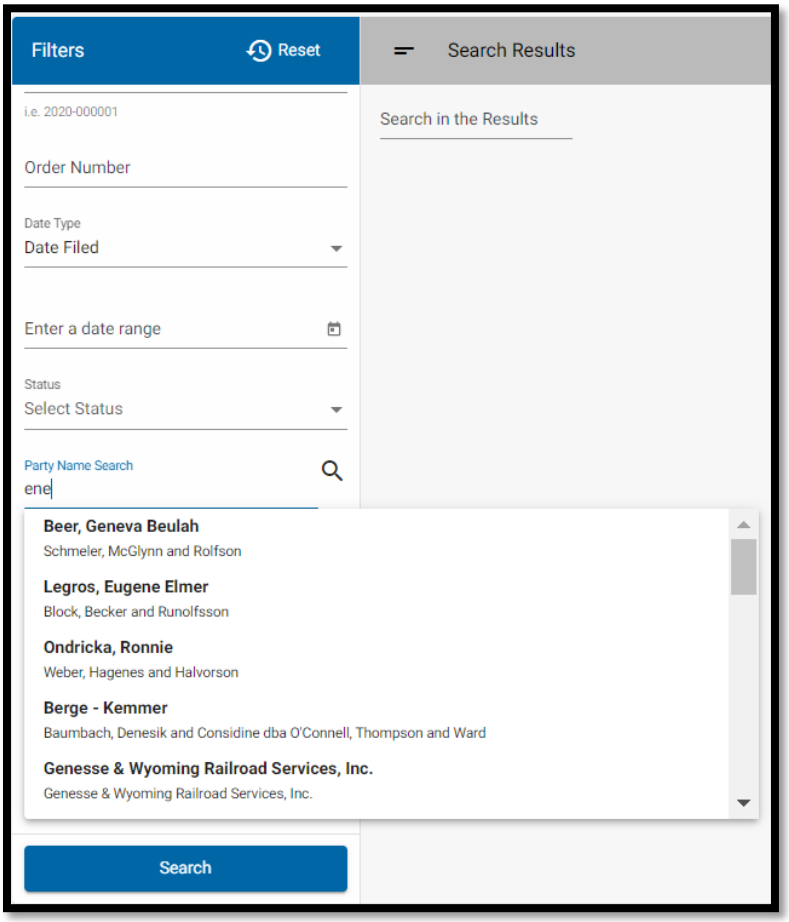

Filters
Reset
Search Results
i.e. 2020-000001
Order Number
Date Type
Date Filed
Enter a date range
1/12020 –
Status
Active
Party Name Search
enter name or organization
Party Type
Select Party Type
Location
Select Location
Select Program Area, Docket Type, Relief Type
Program Area
Select Program Area
Search in the Results
Cases
Case Number
Program Area
Code
CD80-00073145
Oil & Gas Conservatior
CD
CD80-00071195
Oil & Gas Conservatior
CD
CD2010-202000
Oil & Gas Conservatior
CD
CD2012-005651
Oil & Gas Conservatior
CD
PUD 201600055
Public Utility
PUD
CD2018-08498
Oil & Gas Conservatior
CD
CD 201810651
Oil & Gas Conservatior
CD
CD 201810775
Oil & Gas Conservatior
CD
CD2019-00004(
Oil & Gas Conservatior
CD
CD201901095
Oil & Gas Conservatior
CD
121 total (174 ms)


Filters
Reset
Search Results
i.e. 2020-000001
Order Number
Date Type
Date Filed
Enter a date range
1/1/2020 – 1/1/2022
Status
Closed
Party Name Search
enter name or organization
Party Type
Select Party Type
Location
Select Location
Select Program Area, Docket Type, Relief Type
Program Area
Select Program Area
Search in the Results
Cases
Case Number
Program Area
Code
No Cases Found...
0 total (132 ms)

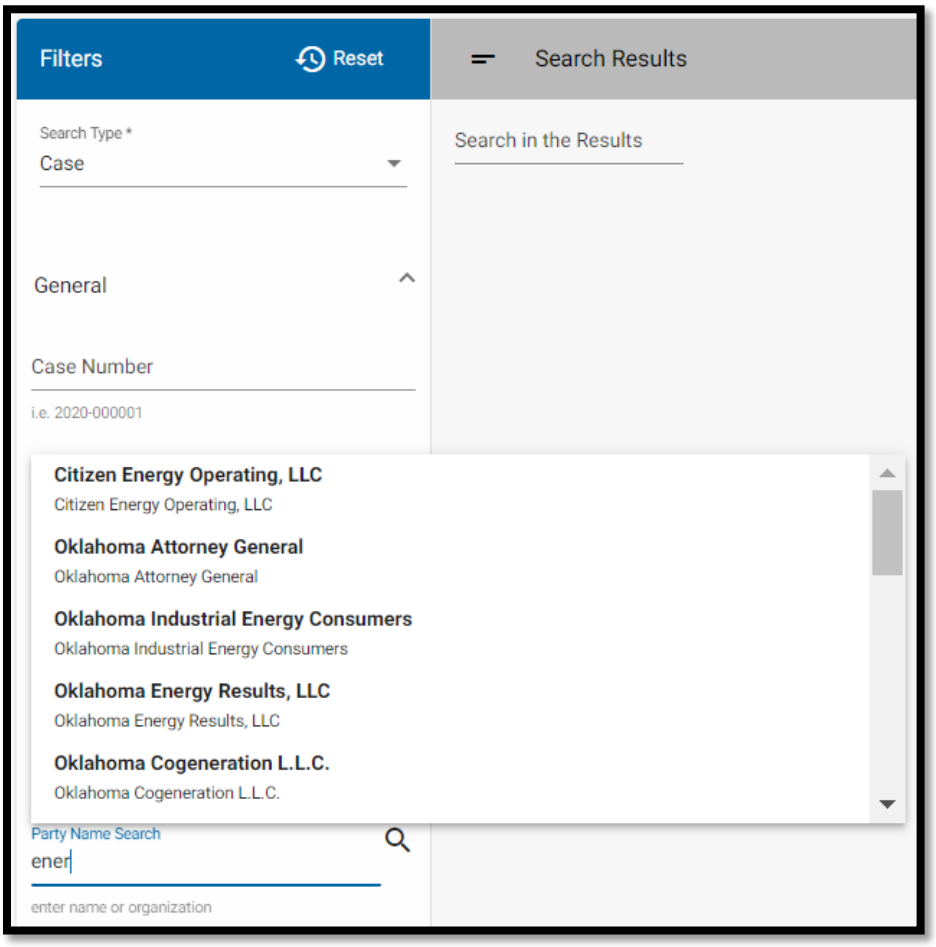
Party Name Filter:

The Party Name Filter allows for searching by using all, or part, of the name of any party to a case. You must type at least two letters to generate a list of search results. The filter searches for the combination of two or more letters at any point in the names of parties in ECF – rather than searching the beginning of the name only.

For example, a search of "ene" produces a drop-down list of names that include the "ene" letter combination in any position within the words making up the party name – whether beginning, middle or end:



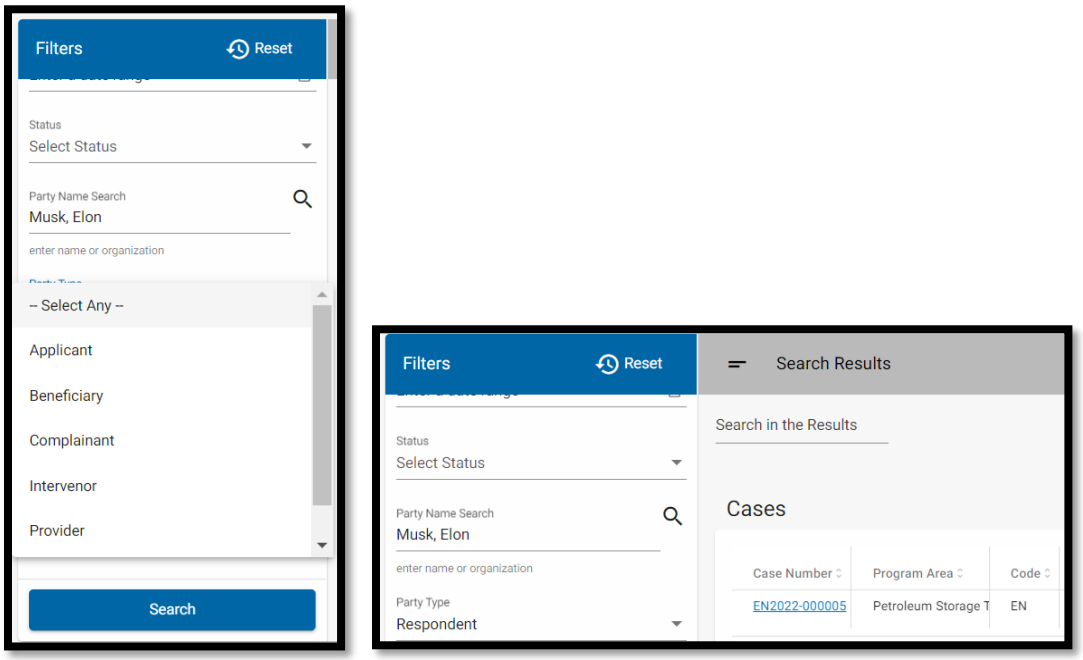

Including more of the name (e.g., "ener") shortens the drop-down list of choices:




Party Type Filter:

The Party Type Filter works in conjunction with the Party Name Filter. Once an individual party has been selected, Party Type can be used to narrow a case search based on the role the party played in the case for which you are searching -- Applicant, Beneficiary, Complainant, Intervenor, Provider, or Respondent.

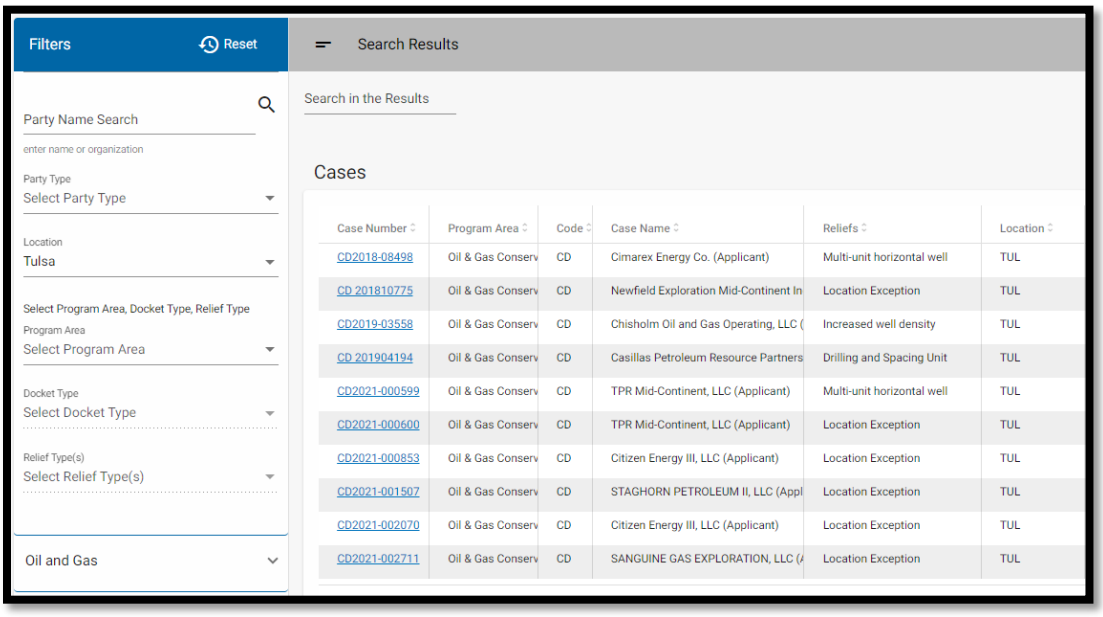
**NOTE:** You must select a party using the Party Name Filter before selecting the Party Type from the drop-down list in the Type Filter.




Location Filter -- Tulsa or Oklahoma City:

Cases on the Conservation, Pollution, and Gas Gathering Dockets, and Oil & Gas-related cases on the Enforcement Docket, can be heard at either the State office of the Commission located in Oklahoma City or at the Eastern Regional Service Office located in Tulsa, based on the venue selected by the party filing the case.

The Location Filter allows for narrowing case search results to only those Oil & Gas-related cases heard in Tulsa or Oklahoma City:

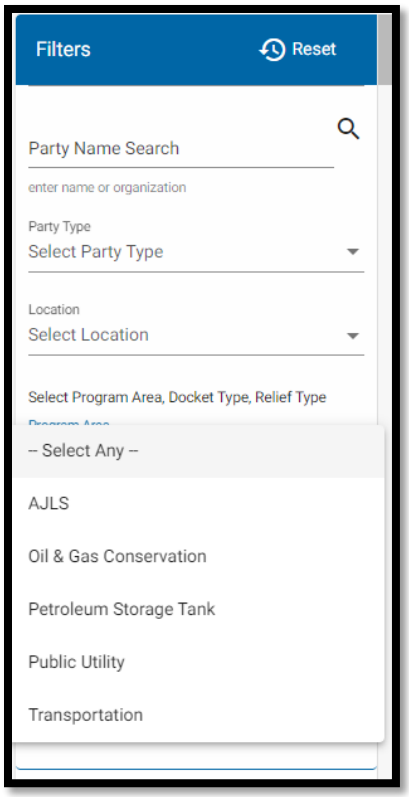


Program Area, Docket Type, and Relief Type Filters:

The Program Area, Docket Type, and Relief Type Filters are interdependent. To search for cases by the type of relief requested you must select a Program Area before selecting a Docket Type and select a Docket Type before selecting a Relief type.

For the Public Utility and Transportation Program Areas, there is an additional filter prior to selecting relief type. For Public Utility, a **Utility Type** selection must be made prior to selecting Relief Type. For the Transportation Program Area, a **Regulated Entity Type** selection is required prior selecting Relief Type.

The first, and most broad, filter is that for Program Area:




The Program Area choices reflect the organizational structure of the Commission:

- Administrative, Judicial & Legal Services (AJLS)
- Oil & Gas Conservation
- Petroleum Storage Tank
- Public Utility

- Transportation

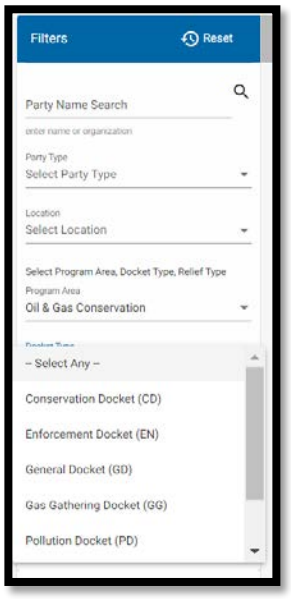
The Docket Types available to search in the ECF System are described in more detail in Rule 165:5-5-1 in Chapter 5 of the Commission's administrative rules:

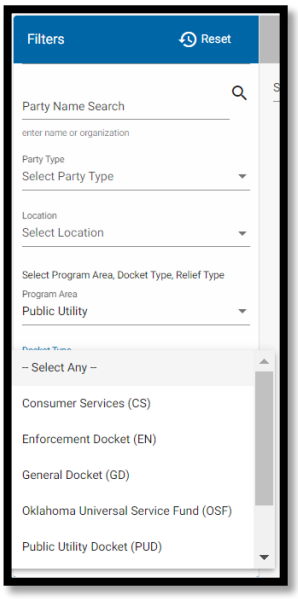
- General (GD)
- Conservation (CD)
- Consumer Services (CS)
- Enforcement (EN)
- Gas Gathering (GG)
- Motor Carrier Citation (MCC) [Coming soon]
- Oklahoma Universal Service Fund (OSF)
- Petroleum Storage Tank (PSD)
- Pollution (PD)
- Public Utility (PUD)
- Rulemaking (RM)
- State Fund Plugging (SF)
- Transportation (TD)

The Program Area Filter chosen determines which Docket Types are available for selection as the second-level filter.

For example, if you choose Oil & Gas Conservation, the Docket Types available will be only those related to the Oil & Gas Conservation Program Area.

If you choose the Public Utility Program Area, the available Docket Type drop-down list will include only those Docket Types related to the Public Utility Program Area:




Docket Types available for each Program Area are:

**Administrative, Judicial & Legal Services (AJLS)**

- General (GD)
- Enforcement (EN)
- Rulemaking (RM)

**Oil & Gas Conservation**

- General (GD)
- Conservation (CD)
- Enforcement (EN)
- Gas Gathering (GG)
- Pollution (PD)
- Rulemaking (RM)

**Petroleum Storage Tank**

- General Docket (GD)
- Enforcement (EN)
- Petroleum Storage Tank (PSD)
- Rulemaking (RM)

**Public Utility**

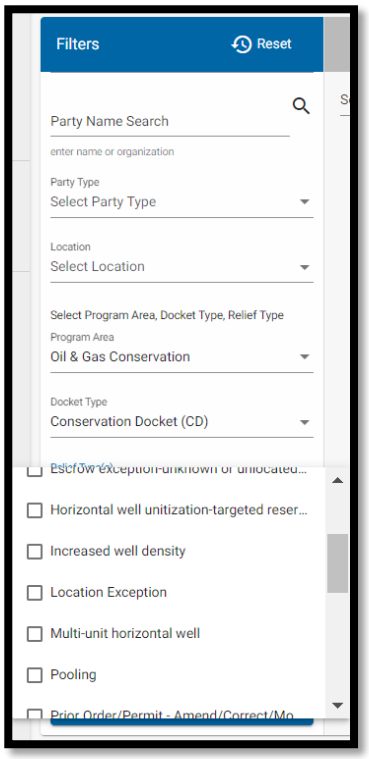
- General (GD)
- Consumer Services (CS)
- Enforcement (EN)
- Oklahoma Universal Service Fund (OSF)
- Public Utility (PUD)
- Rulemaking (RM)

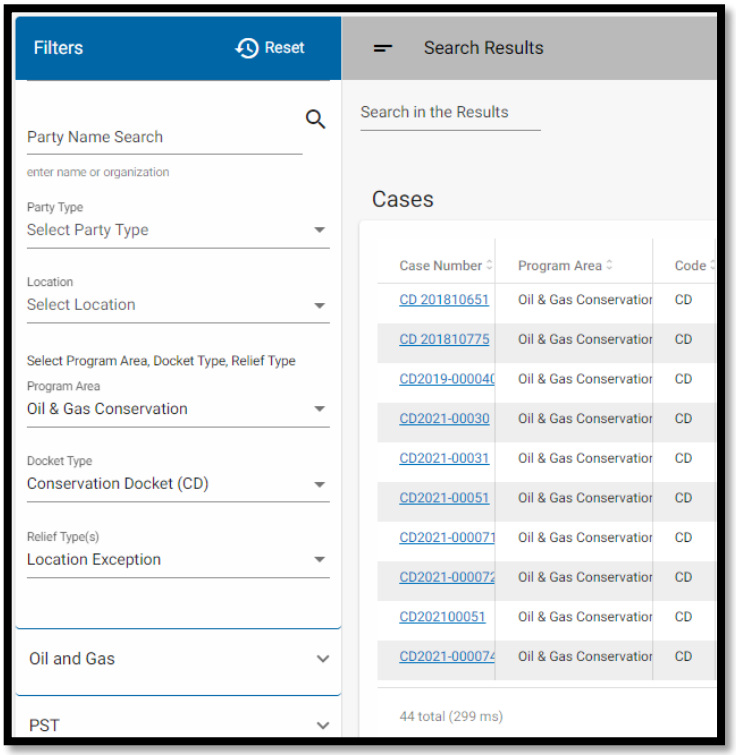
**Transportation**

- General (GD)
- Enforcement (EN)
- Motor Carrier Citation (MCC) [Coming soon]
- Rulemaking (RM)
- Transportation (TD)

Once a Program Area and Docket Type are selected, the **Relief Type Filter** can be used to further narrow the search. Select one of the relief types available on the selected Docket Type from the drop-down list.

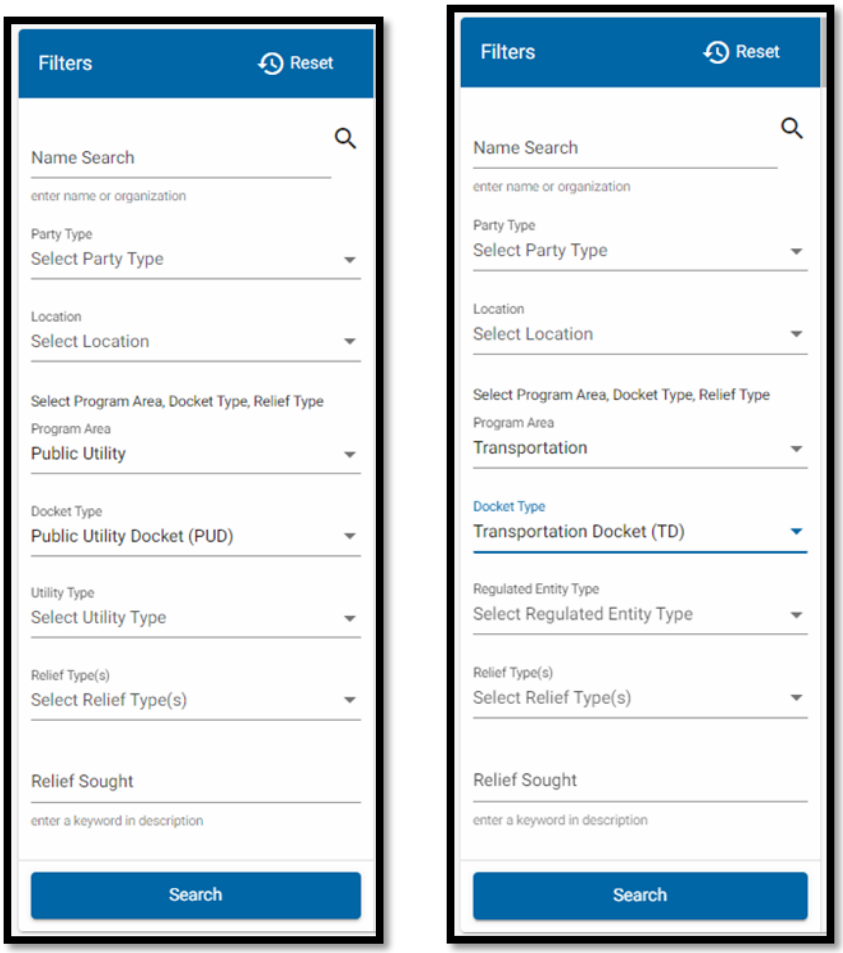
For example, choosing Oil & Gas Conservation as the Program Area and Conservation Docket as the Docket Type allows you to choose from Relief Types available on the Conservation Docket, e.g., Location Exception:




For the Public Utility and Transportation Program Areas, there is an additional filter prior to selecting relief type.

For Public Utility, a **Utility Type** selection must be made prior to selecting Relief Type. For the Transportation Program Area, a **Regulated Entity Type** selection is required prior selecting Relief Type:

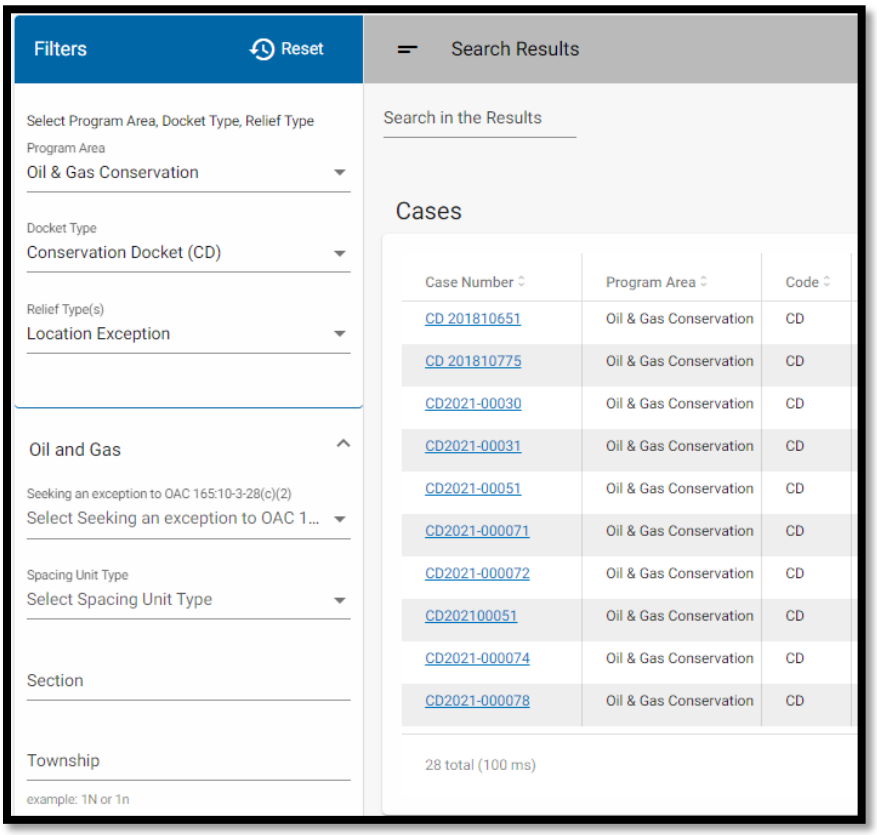



Oil & Gas-Specific Filters:

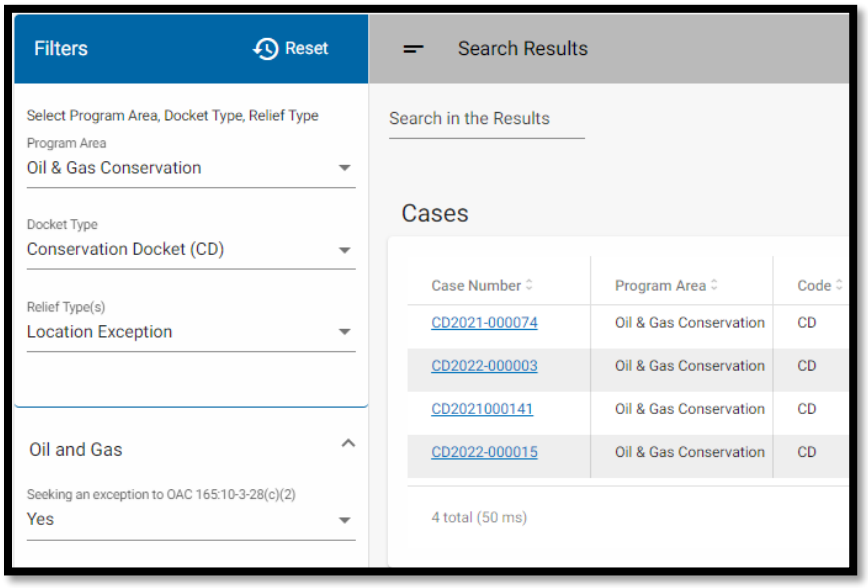
Are you Seeking an Exception to Rule 165:10-3-28(c)(2)?:

This filter allows for narrowing search results based on whether the applicant is seeking an exception to the "300' Rule" and/or the "600' Rule" for distance between the location of a completion interval and wells drilled in the same common source of supply.

For example, selecting "Yes" on this filter allows the list of Conservation Docket cases in which Location Exception is the requested relief to be narrowed from a list of twenty-eight (28) cases to a list of four (4):




**Search results for Location Exception applications on the Conservation Docket.**

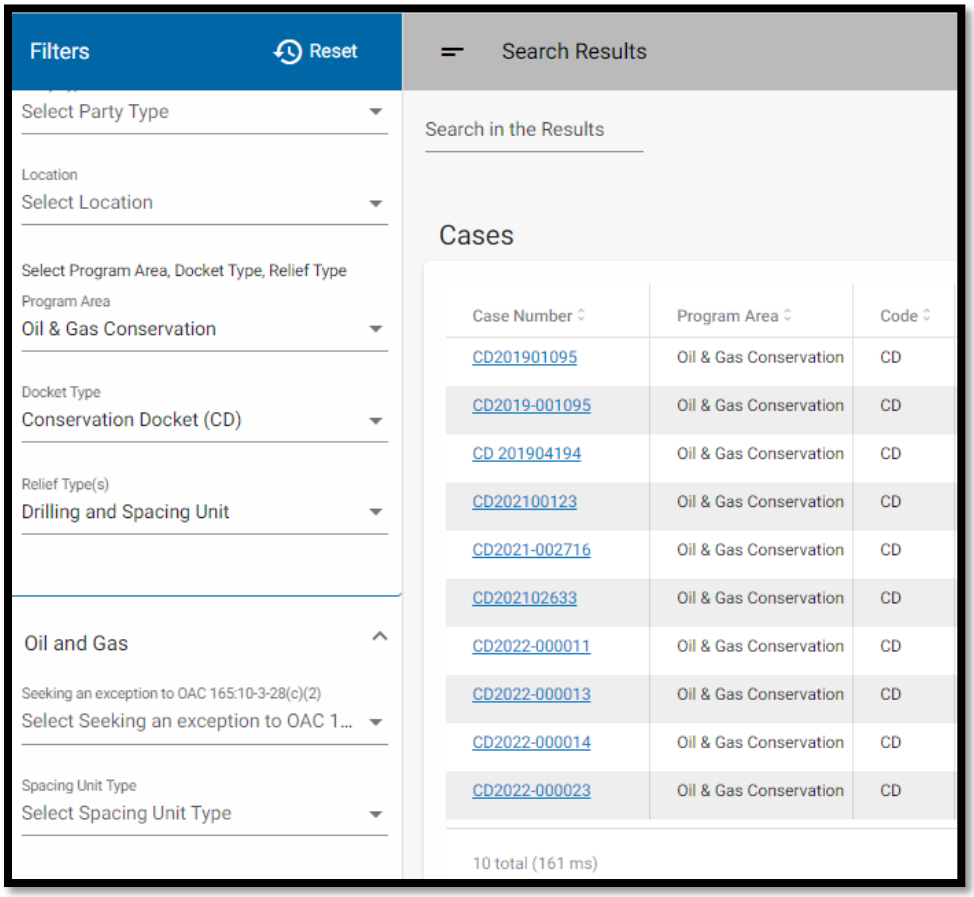



**Search results for Location Exception applications on the Conservation Docket where applicant is seeking an exception to the 300' and/or 600' Rule.**

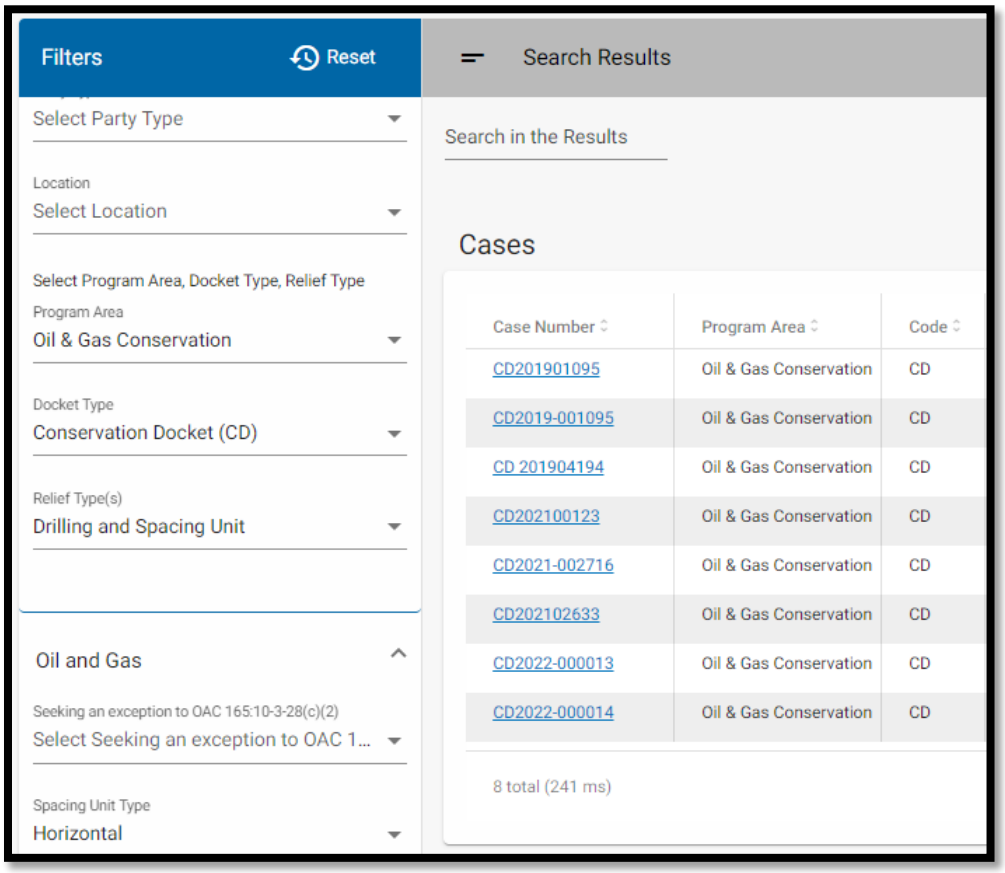
Spacing Unit Type Filter -- Horizontal, Vertical, or Both:

This filter allows for narrowing a search for Drilling and Spacing Unit cases or documents based on whether an applicant is seeking relief for a horizontal unit, or a vertical unit, or both.

For example, selecting “Horizontal” on this filter allows the list of Drilling and Spacing cases to be narrowed from a list of ten (10) cases to a list of eight (8):




**Search results for Drilling and Spacing Unit applications on the Conservation Docket.**

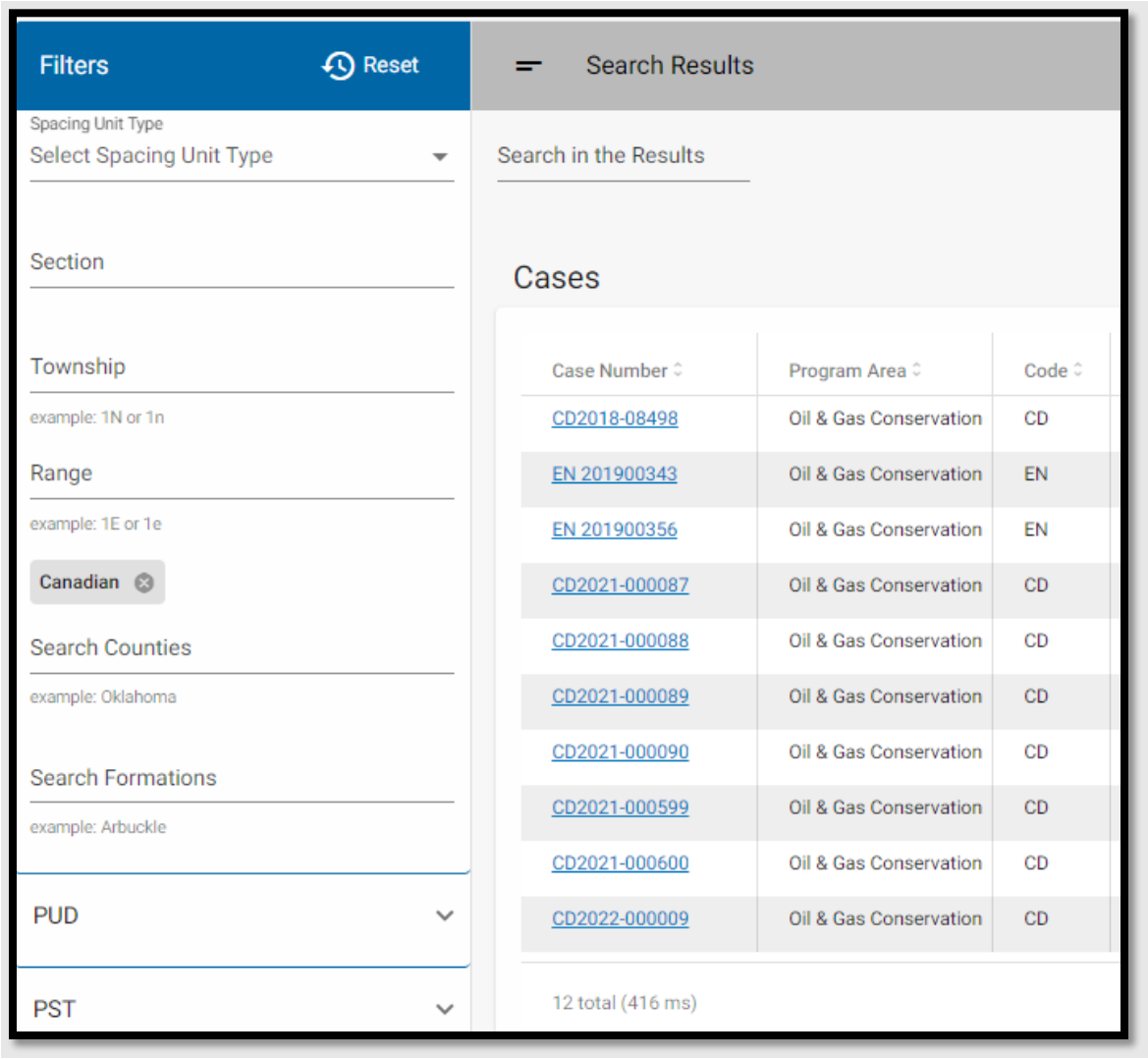


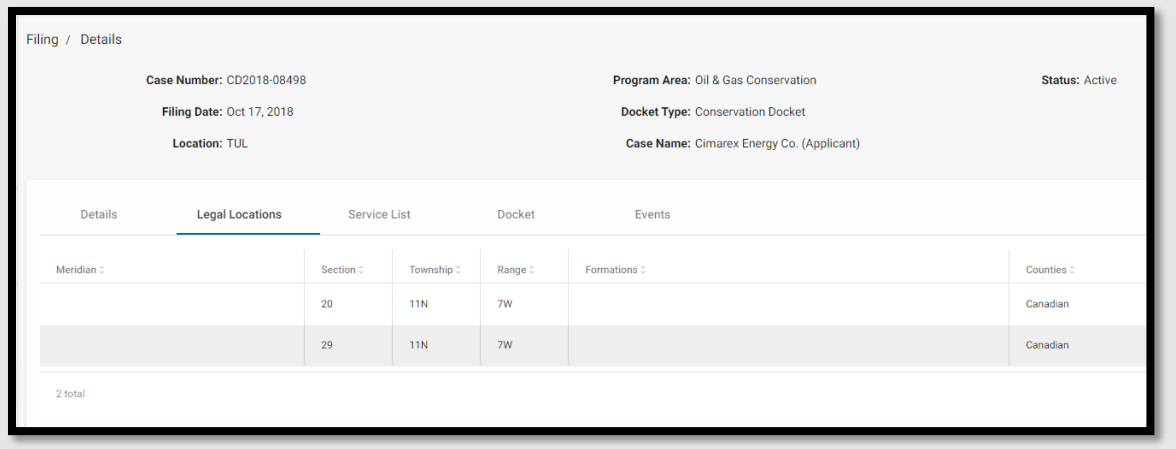

**Search results for Drilling and Spacing Unit applications on the Conservation Docket where applicant has specified Horizontal Unit Type.**

Legal Location Filters – Section, Township, Range, County and Formation:

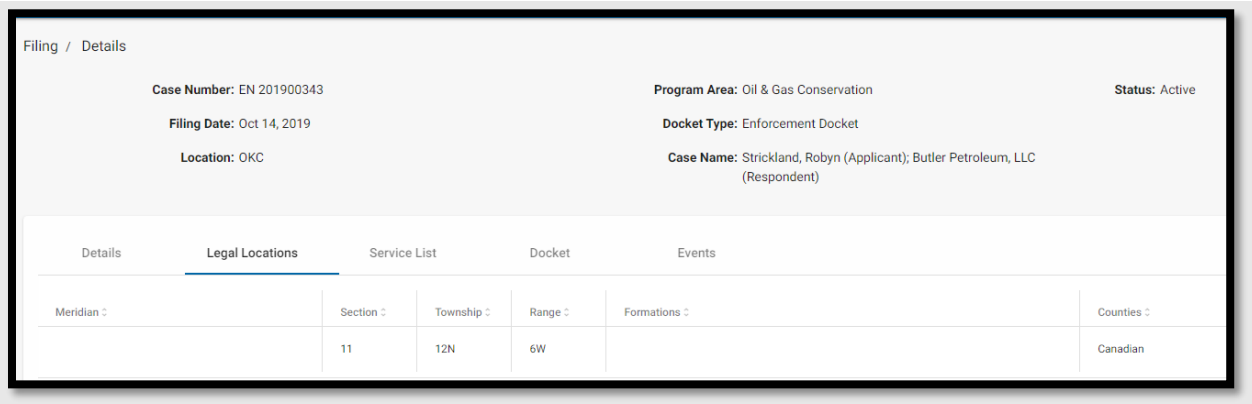
This set of filters provides for searching by all, or part, of the legal location listed in the application or complaint.

For example, a search by Canadian County generates Search Results including both Conservation and Enforcement Docket cases for which the legal location is within Canadian County:



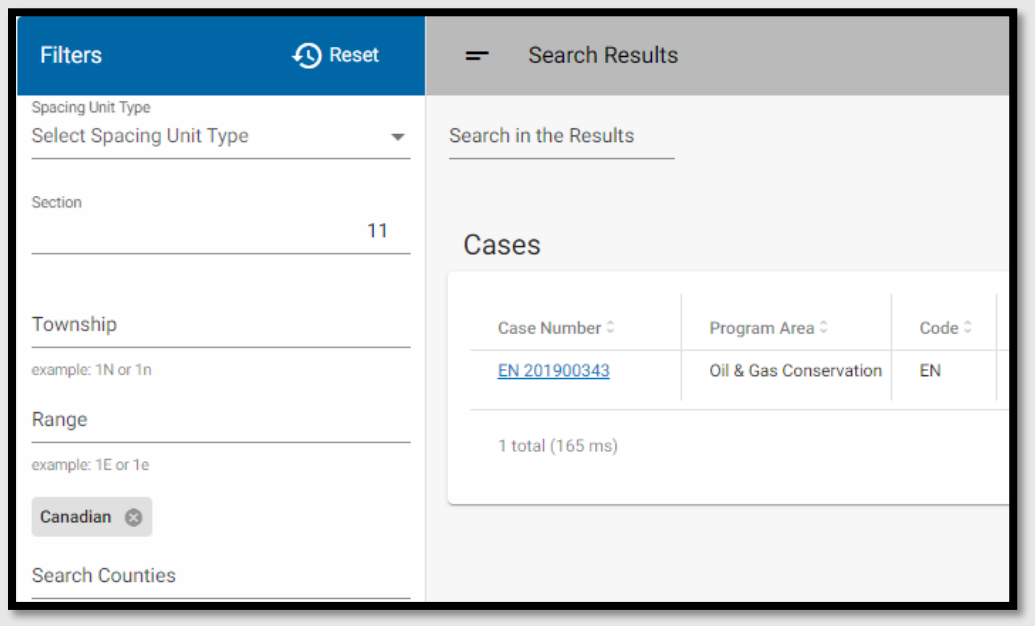

**Legal Locations Details Tab for first case (CD case) on search by County results list.**




**Legal Location Details Tab for second case (EN case) on search by County results list.**

As selections are made in the various legal location filters, the logic is “And.” Each additional element of the legal location will narrow search results.

For example, adding a Section Filter to the Canadian County search narrows the results list to one (1) case:




Formations Filter:

This filter provides for searching by the formation(s) specified in Oil & Gas related applications or complaints.

**NOTE:** if more than one formation is selected, the search results will include cases that include all selected formations or any selected formations *i.e.*, the logic *within* the Formations Filter is "And/Or."

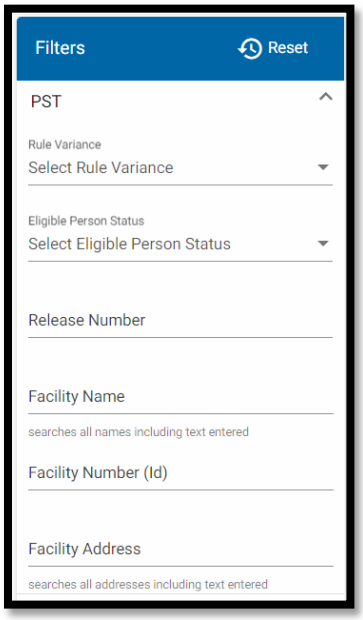
If, however, the Formation Filter is added to the County Filter, the logic is "And." The search results will include only those cases where both the selected county and formation are specified in the application.

The following most common formations are available in the drop-down box for searching. You may also search "Other" if the formation you are searching for is not included in the list/table below:

| | | | |
|---|---|---|---|
| Arbuckle | Atoka | Bartlesville | Big Lime |
| Booch | Bromide | Calvin | Caney |
| Chase | Chester | Cleveland | Cottage Grove |
| Council Grove | Cromwell | Deese | Des Moines |
| Douglas | Earlsboro | Gibson | Gilcrease |
| Goddard | Guymon-Hugoton | Hart | Hogshooter |
| Hoxbar | Hunton | Kinderhook | Layton Sand |
| Manning | Marchand | Marmaton | Mayes |
| Medrano | Meramec | Misener | Mississippi |
| Mississippi Chat | Mississippi Chert | Mississippi Lime | Mississippi Solid |
| Mississippian | Mississippian (less Chester) | Missourian | Morrow |
| Osage | Oswego | Permian | Peru |
| Prue | Red Fork | Simpson | Skinner |
| Springer | Sycamore | Sylvan | Tonkawa |
| True Layton | Tulip Creek | Union Valley | Verdigris |
| Vigilian | Viola | Wade | Wilcox |
| Wolfcampian | Woodford | | |

Petroleum-Storage Tank-Specific Filters:

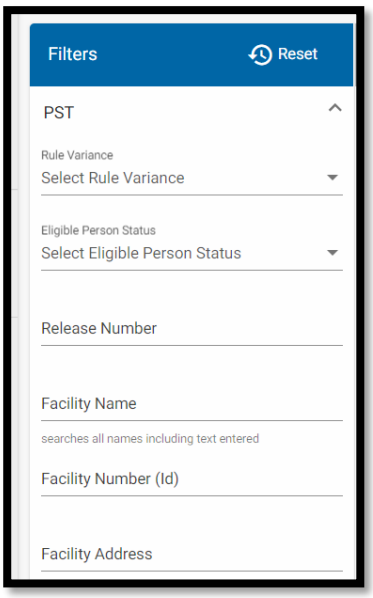
The third category of Advanced Search Filters is that for filters specific to the Petroleum Storage Tank Program Area:

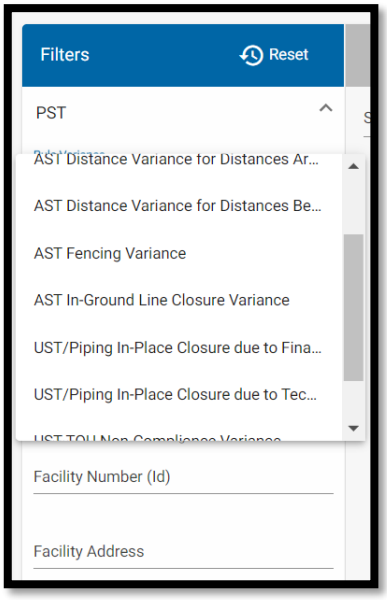



Rule Variance Filter:

This filter allows for narrowing searches for those cases on the Petroleum Storage Tank Docket where the applicant is seeking a variance to a Commission rule.

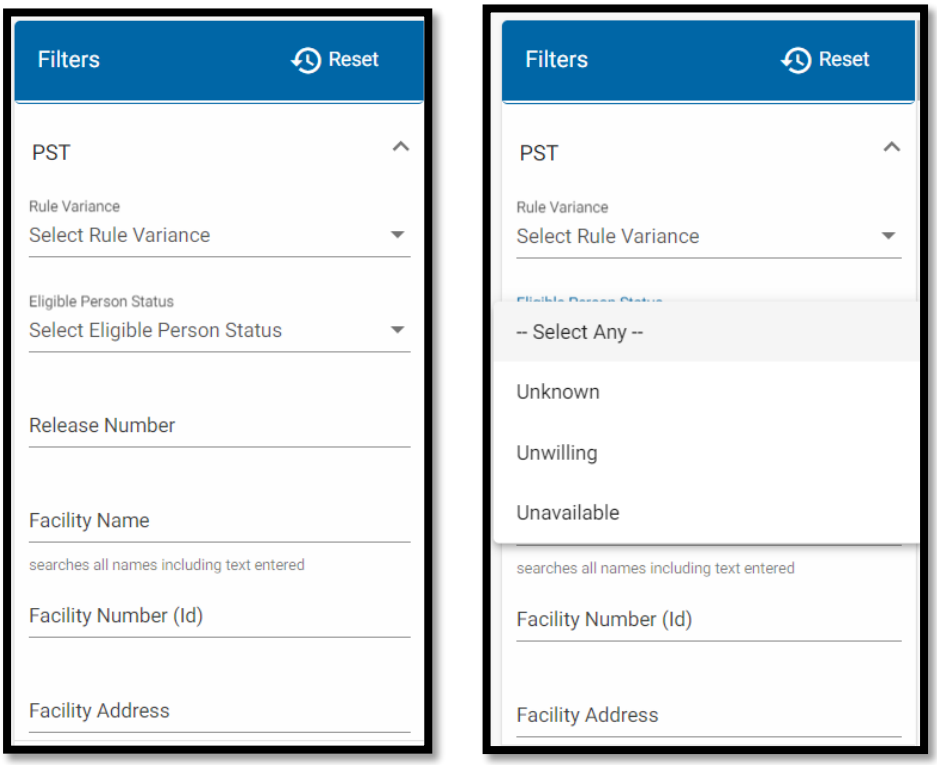
Use the drop-down list to select a specific rule by which to search:



Eligible Person Status Filter – Unknown, Unwilling, or Unavailable:

This filter allows for narrowing searches of cases on the Petroleum Storage Tank Docket involving the use of the Leaking Underground Storage Tank Trust Fund ("LUST Trust Fund") for corrective action expenditures based on the status of the person eligible for clean-up assistance as being Unknown, Unwilling, or Unavailable:

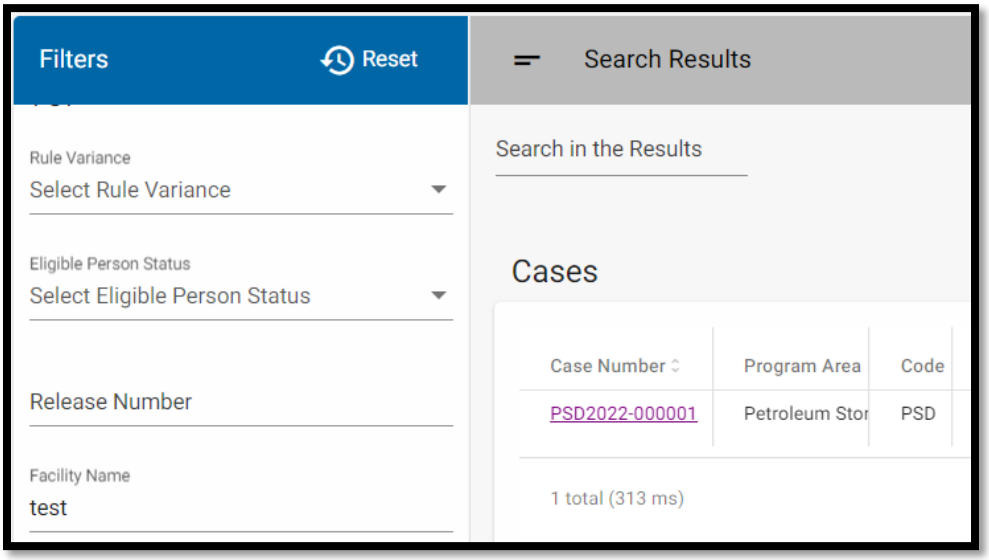


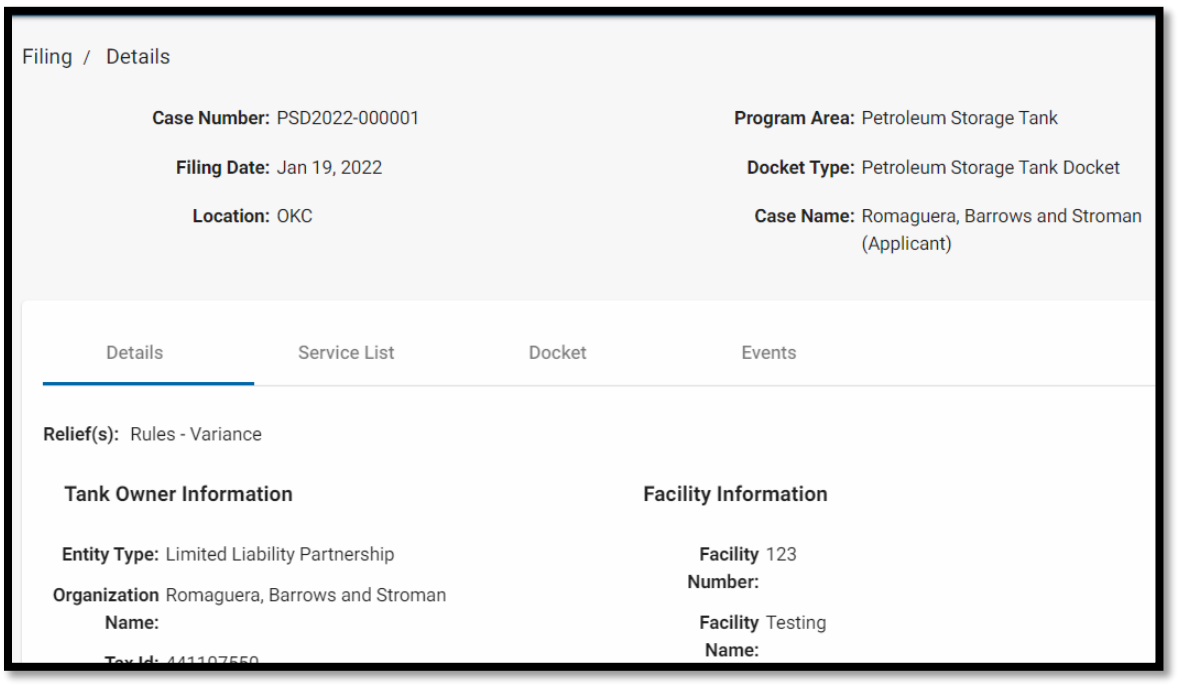

Release Number Filter:

This filter allows for searching release-related cases on the Petroleum Storage Tank Docket by the Release Number that has been assigned to a "Suspicion of Release" or "Confirmed Release" case.

Facility Name Filter:

This filter allows for searching PST-related cases based on the name of the facility named in an application or complaint:

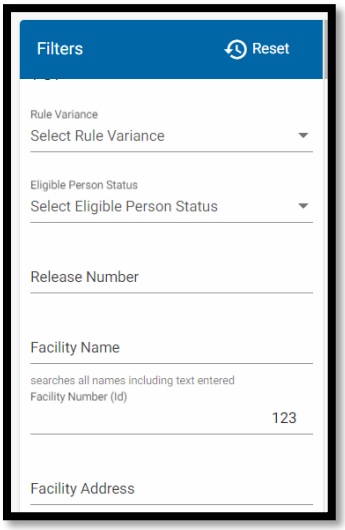


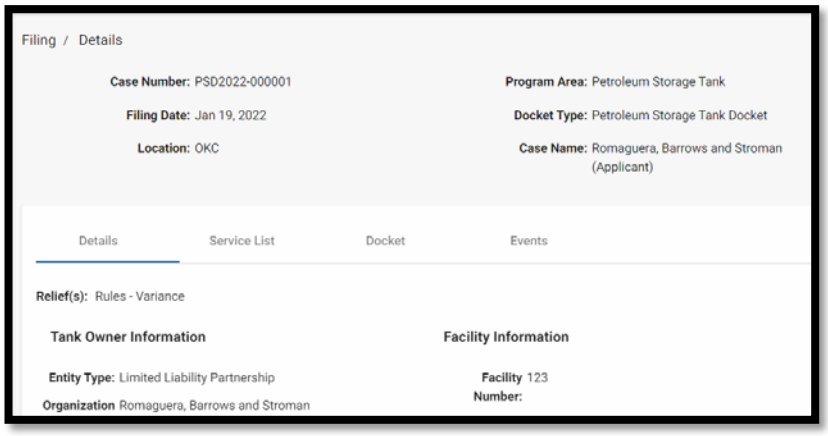



Facility Number (ID) Filter:

Allows for searching based upon the Facility Identification Number assigned to each underground or aboveground storage tank system.

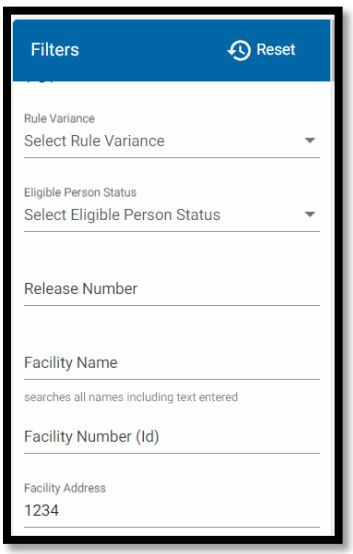
Use the arrow on the right side of the filter to select a number:

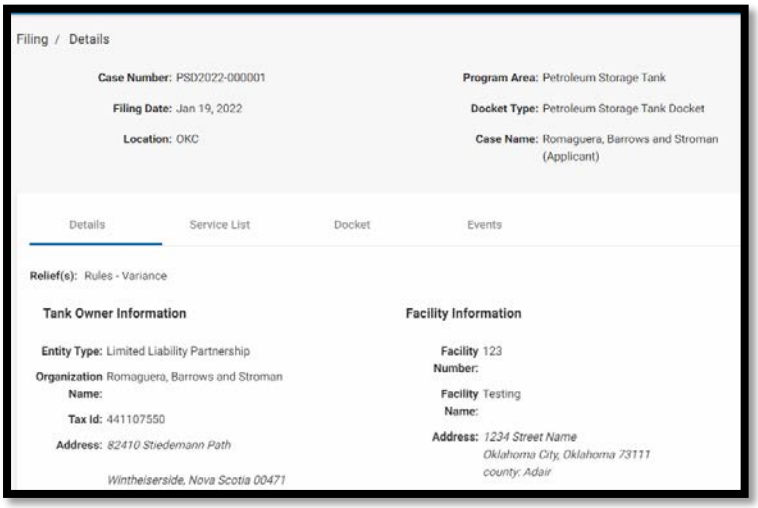



## Facility Address Filter:

The Facility Address Filter allows for searching based upon the address of the facility named in an application or complaint.



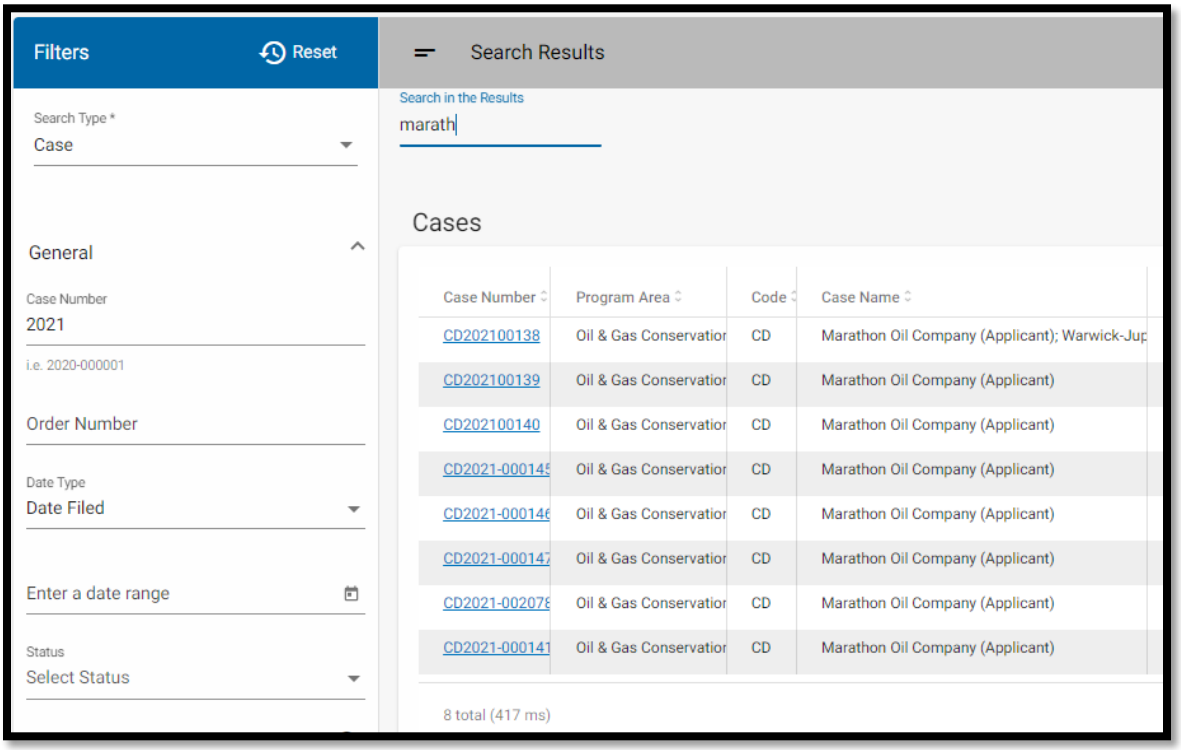



Word Searching in Search Results:

Search Results lists can be narrowed using the “Search in the Results” field -- at the top left of the Search Results window -- to conduct a word search within the results list.

For example, if you know the year a case was filed, but not the six-digit number, and have another piece of information about the case, such as the name of the applicant, you can combine those two pieces of information to narrow your search.

First search by year in the Case Number Filter; type all or part of the applicant's name in “Search in the Results” and hit Enter:

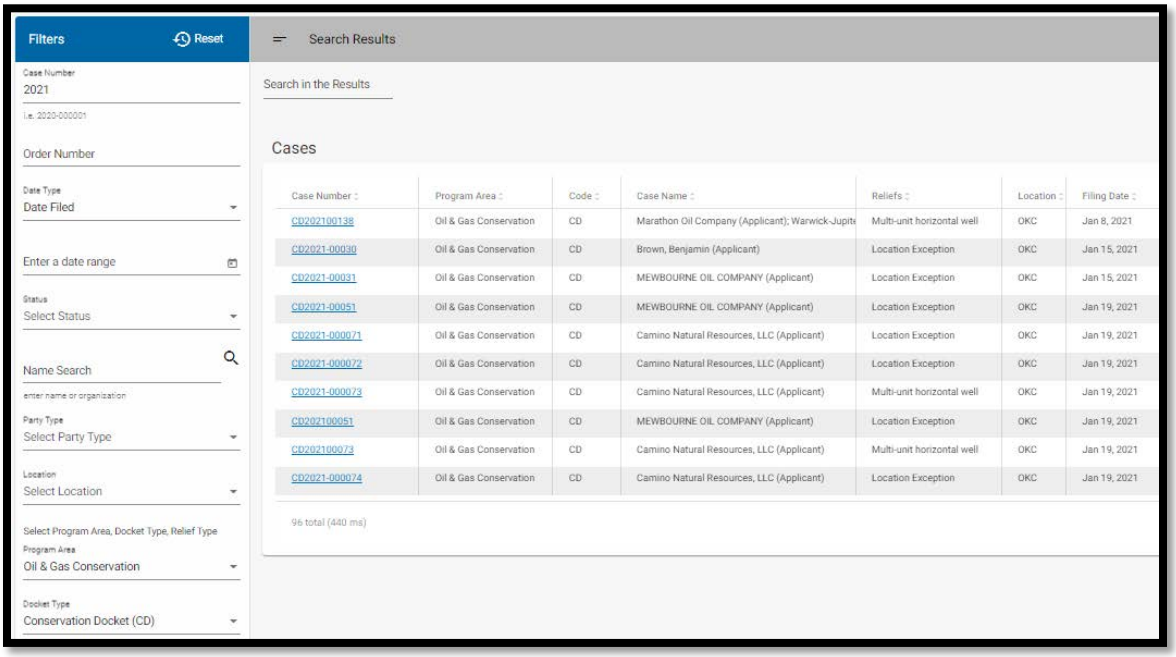



**NOTE:** The Reset Button at the top of the vertical Filters Menu does NOT reset the Search in Results field. To conduct a different word search on the same, or a different, results list, you must delete the search term, enter a new term and hit Enter.

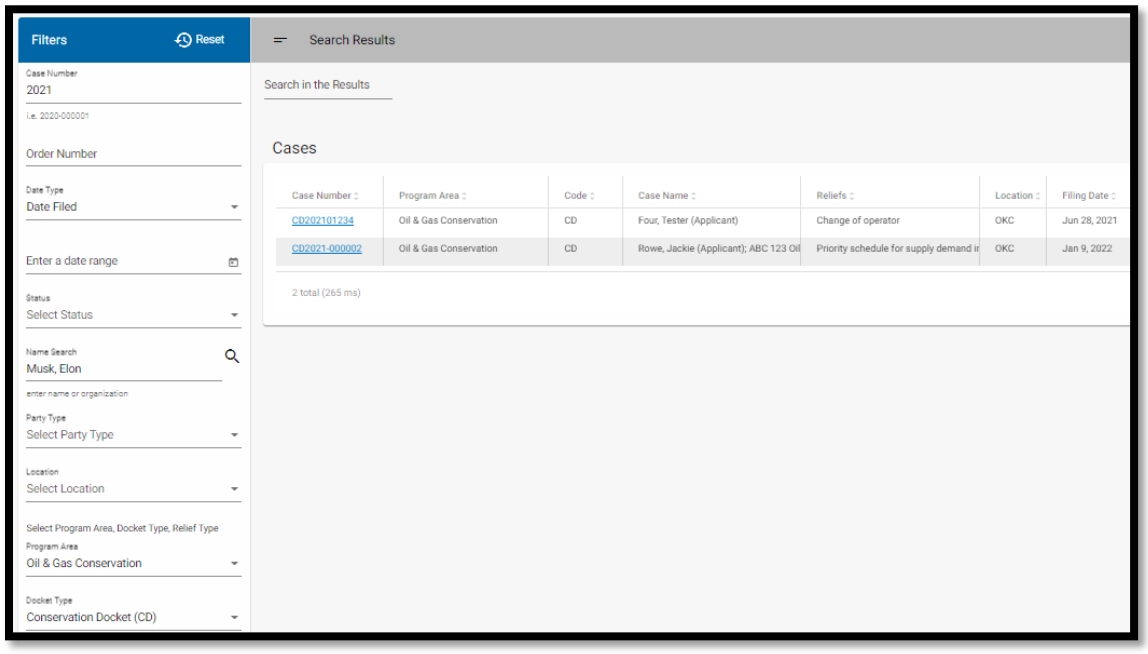
Combining Filters:

Filters in the vertical Filters Menu can be combined to generate more narrow searches. Unless otherwise specified, each additional filter adds a requirement for making the Results list. The logic connecting filters is "And," rather than "Or" or "And/Or."

For example, a Case Number search for "2021" combined with "Oil & Gas Conservation" in the Program Area Filter; and "Conservation Docket" in the Docket Type Filter results in a list narrowed to 2021 cases filed on the Conservation Docket:



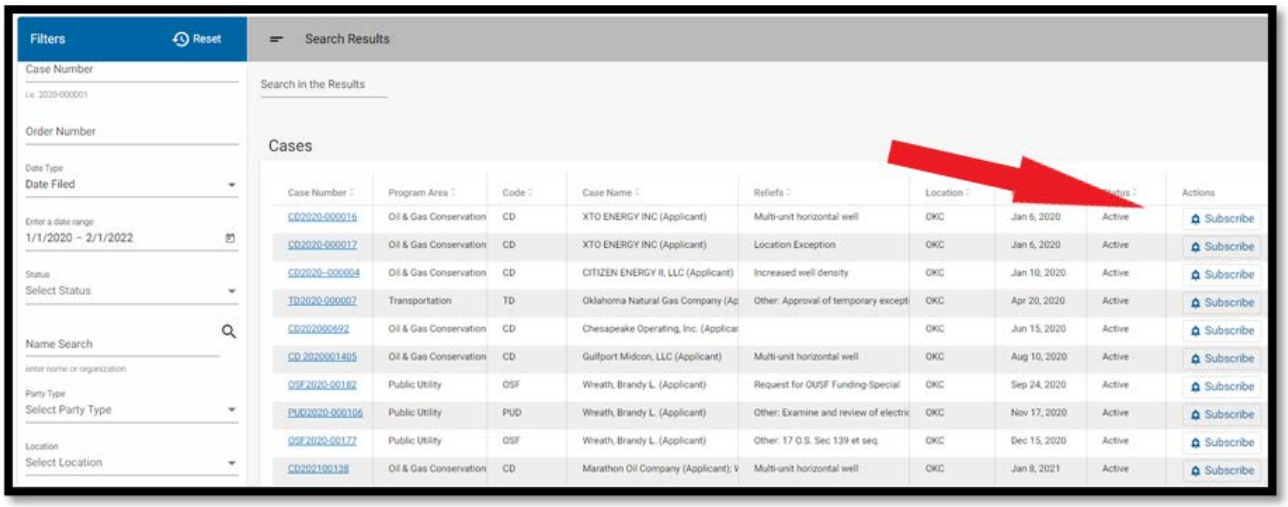

This search can be narrowed further by adding a party name to the Name search:



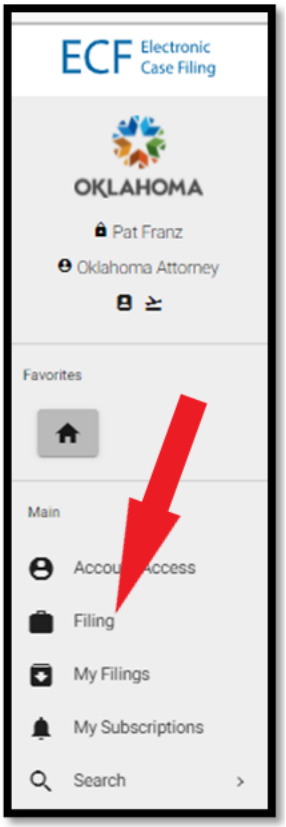

## Subscribing to Case Activity Notifications:

Registered ECF Users/Filers will receive email notifications for activity in any case on which they are included on the Official ECF Service List. Others may receive these email notifications by subscribing to a case.

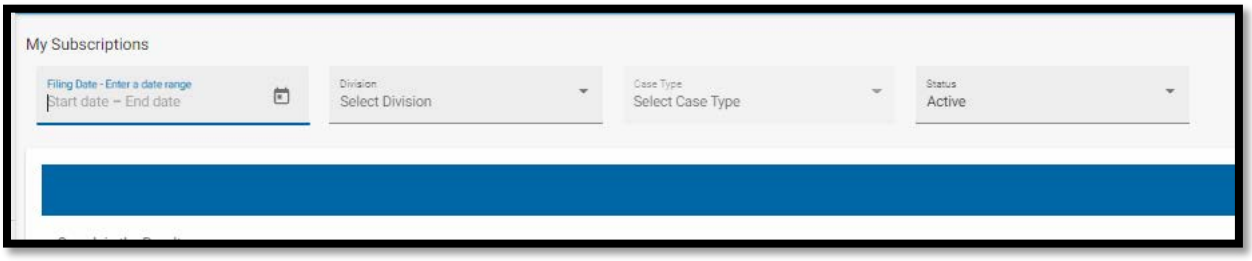
Click the Subscribe button on the far right of the Search Results screen on any case(s) to receive activity notifications via the email address used to create your ECF account:



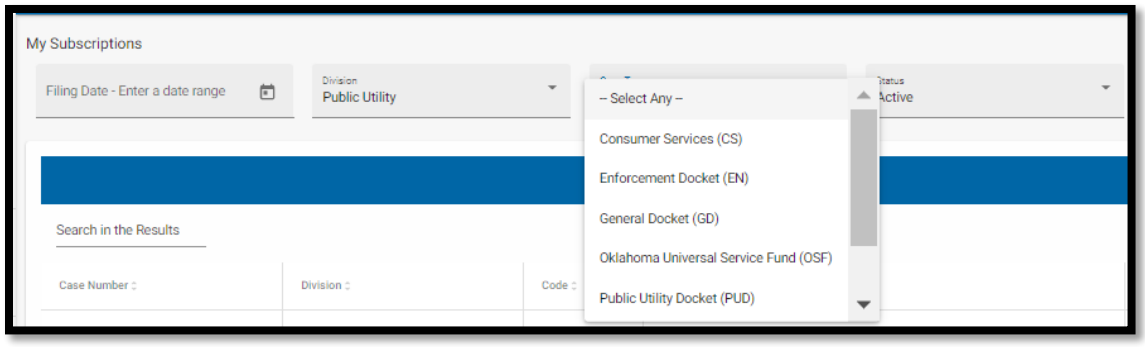
View your subscription list by clicking My Subscriptions in the left vertical ECF Menu:



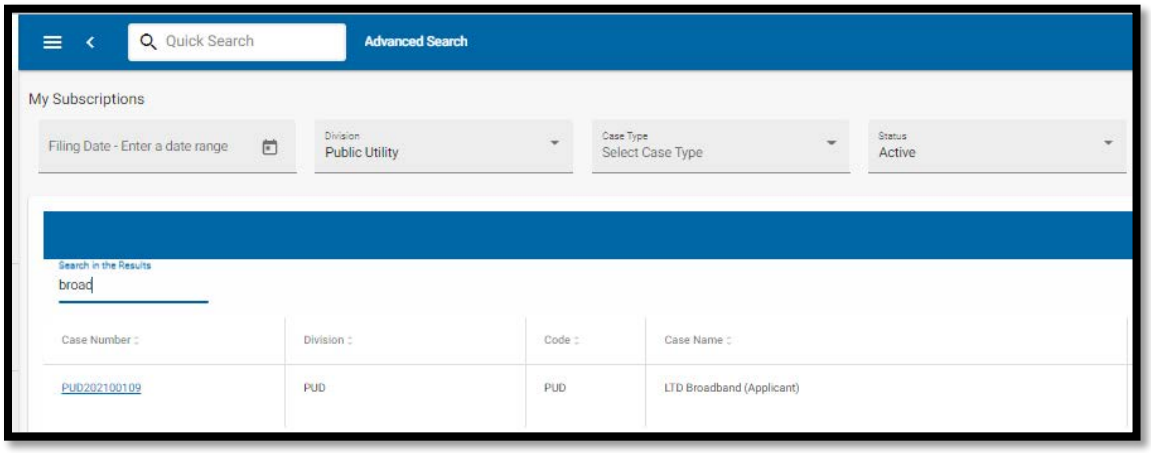

Lengthy subscription lists can be narrowed using the Filing Date Range, Program Area, Docket Type and Status Filters above the subscriptions list:

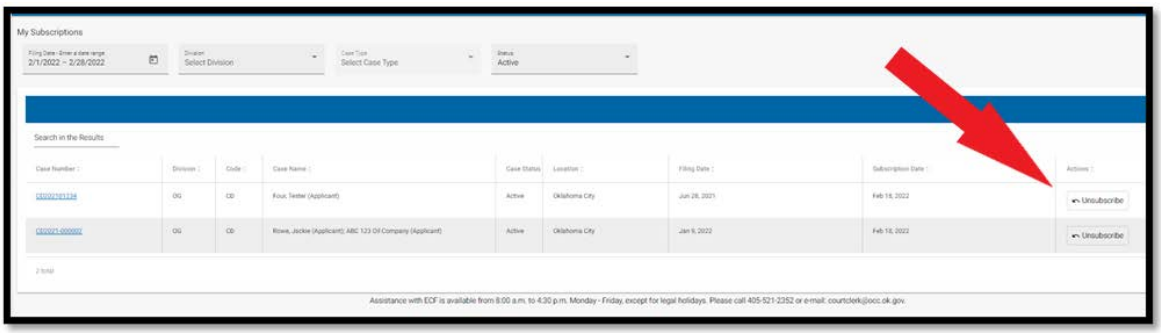


These filters operate as they do in the Case and Document Search contexts. A Program Area must be selected prior to filtering by Docket Type:




Subscription Lists can also be word searched, using the Search in the Results field:




To unsubscribe from any case(s) on your subscription list, click the Unsubscribe button at the far right of the listing for each case: