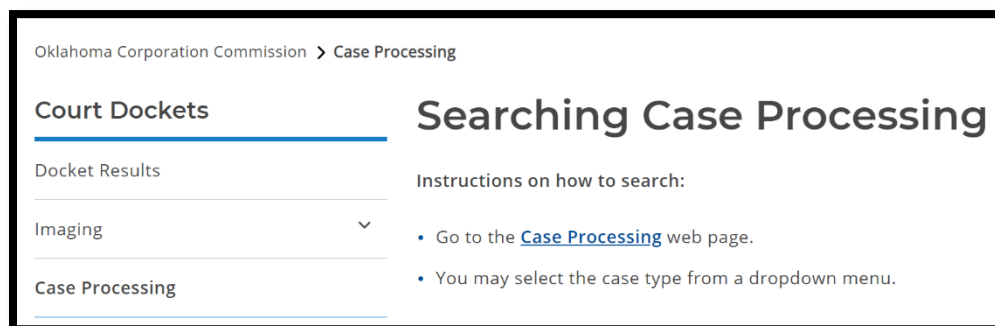


- When the new OCC Electronic Case Filing (ECF) System launches, the basic details of cases that are open at the time of the launch, but originally filed prior to the launch (“Transitional Cases”), will be pre-loaded into the new ECF System.
- However, *documents* filed prior to the launch in those Transitional Cases will remain in the current “Case Processing” System.
- Documents filed in Transitional Cases *after* ECF launch will be filed in ECF, *i.e.*, in the LaserFiche document repository that serves as the imaged document storage system for ECF. So, documents filed in Transitional Cases will be located in separate system.
- The case numbers for Transitional Cases will remain the same in the existing Case Processing and Imaging Systems, but will be reformatted in the ECF System. (Details below.)
- Documents filed in cases that have been concluded and closed prior to the ECF launch will remain in the Case Processing System.
  - There are plans to move all imaged documents into the LaserFiche document repository at a future date, to be announced.
  - Before that move, however, the following methods can be used to locate cases and documents.

### Documents Filed Before ECF Launch:

- For documents filed prior to the ECF launch date, the current methods of locating/viewing documents will remain available.
- Both methods are accessible through the Commission website, under the Court Dockets Tab:

### 1) The “Case Processing” web application -- <https://oklahoma.gov/occ/court-dockets/case-processing.html>



The screenshot shows the 'Case Processing Online' interface. At the top is the Oklahoma Corporation Commission logo and the text 'Online Case Processing System'. Below this is a 'Tips' section with three bullet points: 'Case Type requires additional parameters.', 'Party Type must be used with Party Name.', and 'County must be used with another search parameter.' A help link is provided. The main section is titled 'Enter a Search Criteria:' and contains several input fields: Case Number, Case Type (dropdown), Order Number, Relief Sought (dropdown), Section, Township, Range, County (dropdown), Party Name, Filing Date From, and Filing Date To. There are 'Search' and 'Clear' buttons at the bottom left.

2) Imaging -- <https://oklahoma.gov/occ/court-dockets/imaging.html>

The screenshot shows a page titled 'Searching Imaging docket'. On the left is a navigation menu with 'Court Dockets' (underlined), 'Docket Results', 'Imaging' (with an upward arrow), 'OCC Imaged Documents Directory', and 'Case Processing' (underlined). The main content area has the heading 'Searching Imaging docket' and 'Instructions on how to search:'. A note states 'You must have [Adobe Acrobat viewer](#) to view documents.' A numbered list of six steps provides instructions on how to search for imaging documents.

**Court Dockets**

Docket Results

Imaging ^

OCC Imaged Documents Directory

Case Processing

## Searching Imaging docket

Instructions on how to search:

You must have [Adobe Acrobat viewer](#) to view documents.

1. Go to the [Imaging webpage](#).
2. For court documents, choose "[OAP Orders and Case Files](#)."
3. Enter the case number in the top field
4. Enter the case type in the third field.
5. Click the "Search" button.
6. Sort category types by clicking on the word in the blue bar.

## OCC Imaging Web Application



[Oil and Gas Production](#)

[Oil and Gas Well Records Forms](#)

[Oil and Gas Well Logs](#)

[Oil and Gas Unitization](#)

[Oil and Gas 1040 Forms](#)

[UIC 1012, 1072, and 1075 Forms](#)

[UIC 1014 Forms](#)

**[OAP Orders and Case Files](#)**

[PUD Tariffs](#)

[PUD Telecom Promotions](#)

[Transportation](#)

If you have [trouble printing PDF images from your Web browser](#) this may help.  
If you do not already have it you will need the free [Adobe Acrobat Reader](#) to view the second [Help](#) page as well as the newer images.

Please note that these images are provided as is with no support provided at this time.

[Home](#)

### OCC Imaging - OAP Orders and Case Files

Case #  example: 200400501

Docket Code  example: [See here for full list of docket codes](#)

Case Type  example: [See here for full list of case types](#)

Relief Type  example: [See here for full list of relief types](#)

Order #  example: 412345

Date  to  example: 1/1/2001 or 1/1/2001 to 1/31/2001

Scan Date  to  example: 1/1/2001 or 1/1/2001 to 1/31/2001

Type in your search criteria then click the "Search" button.

[Home](#)

### Documents Filed on or after the ECF Launch Date (“ECF documents”):

After the ECF launch, all documents will be filed in ECF only.

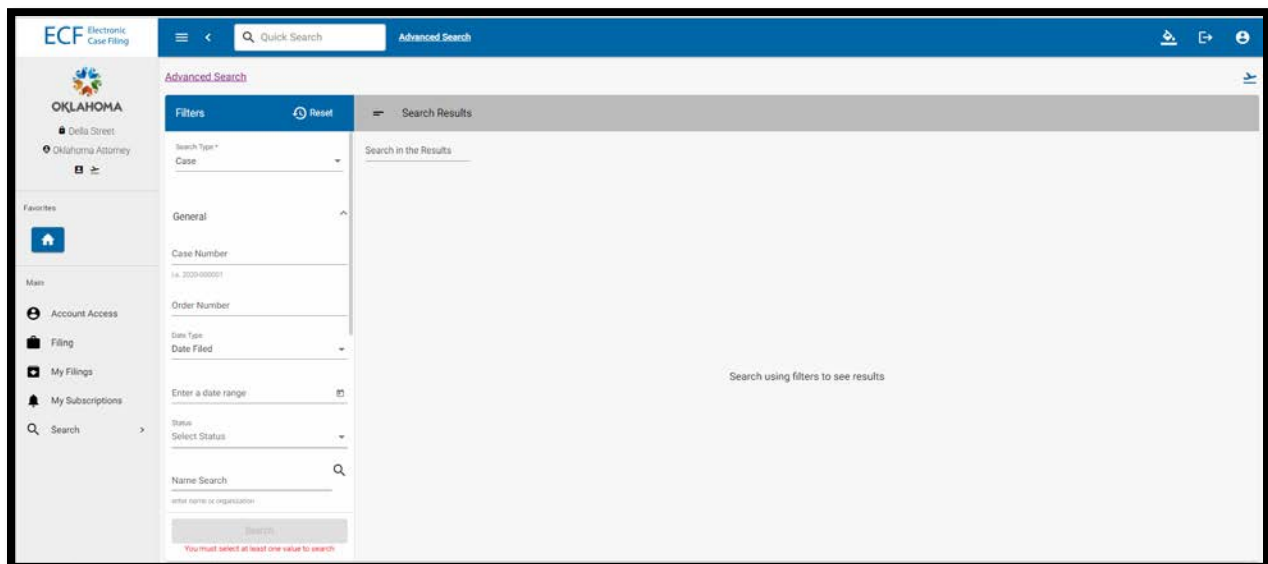
- ECF documents will *not* be accessible through the current Case Processing and Imaging search tools listed above.
- The ECF documents will be available through two *additional* tools that will be accessible through the OCC website: the ECF external web application and Weblink.

### 1) Electronic Case Filing (ECF) Application – Will be accessible from the Commission website -- <https://oklahoma.gov/occ.html>

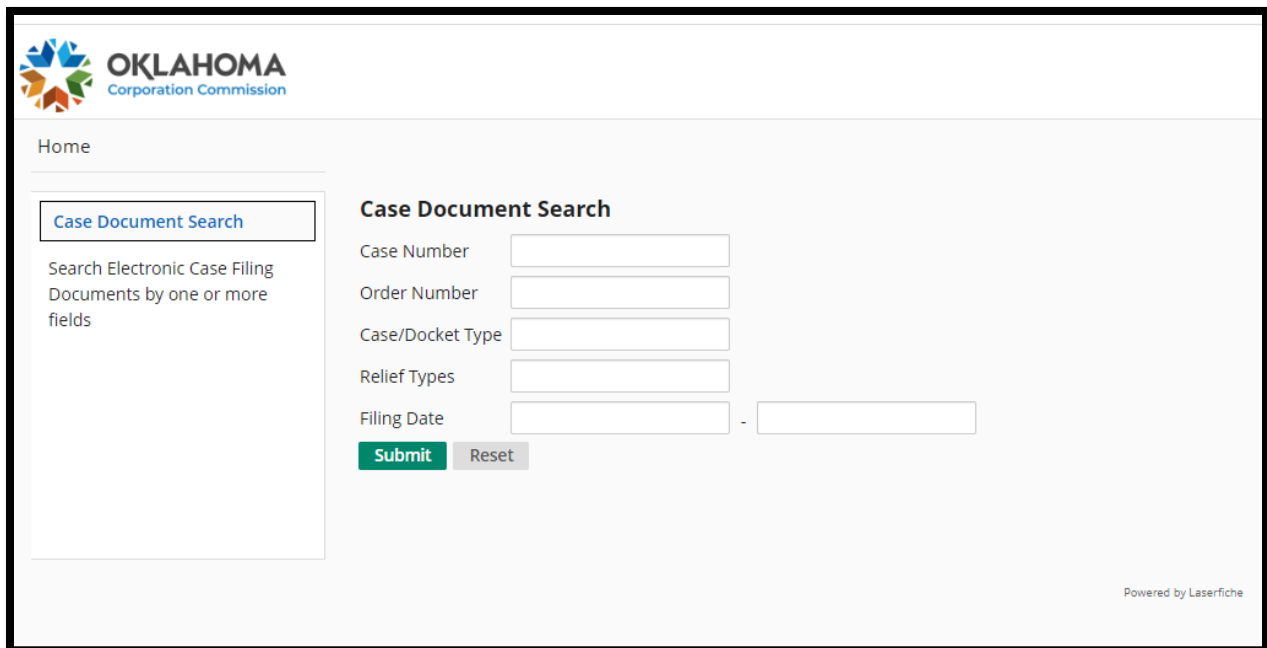
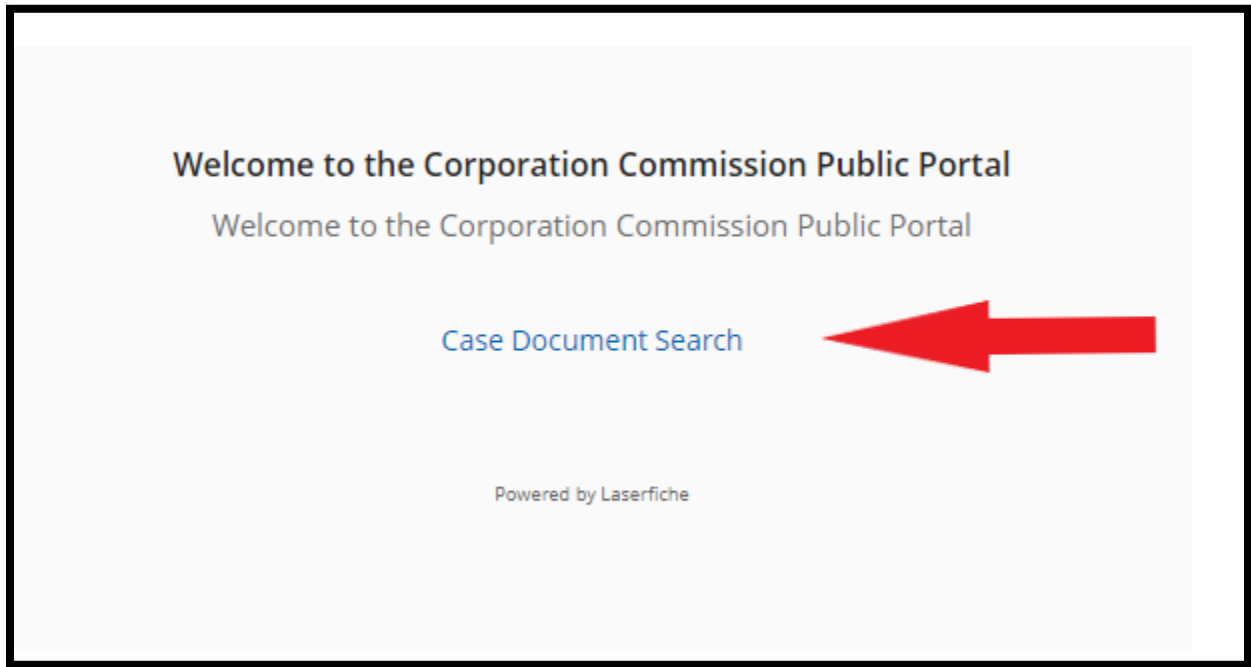
Once the external ECF application is launched, registered ECF Users will have access to its case and document search tools.

Anyone can register as an ECF User with read-only access by providing an email address and basic contact information.

Those who meet specific requirements can request access to file case documents through the ECF System. (See Registration in the *Electronic Case Filing User Manual*.)



2) Weblink -- <https://public.occ.ok.gov/WebLink/Welcome.aspx?dbid=0&repo=OCC>



### Case Number Reformatting:

The case number format in ECF is ten digits: year, followed by a dash (-) and six (6) digits (YYYY-#####), *e.g.*, 2022-000550.

Where the ECF System requires input of both the docket code (aka “case type”), there is no space in between the docket code and the numeric portion of the case number, *e.g.*, CD2022-000001.

This will affect searching in ECF for any cases filed in Case Processing and carried over into the Transitional Cases.

- In ECF the original case number will remain the same but has been reformatted from nine (9) digits to ten (10) and includes a dash (-) between the year and the remaining six (digits), *e.g.*, 202200550 will be reformatted to 2022-000550.
- Where both the numeric portion of the case number and the docket code is required, the original number has been reformatted to exclude the space between the docket code and the remaining portion of the case number, *e.g.*, CD 202200550 will be reformatted to CD2022-000550.
  - When searching for documents filed in Transitional Cases prior to the ECF launch, use the original case number format in the Case Processing web application or Imaging.
  - When searching for documents filed in Transitional Cases subsequent to the ECF launch use the reformatted case number.

**NOTE:** Although the original case number will be reformatted for purposes of searching for Transitional Cases, and documents filed in those cases, the original case number format will appear on the file stamp on the face of each document.