

COLORADO OIL AND GAS CONSERVATION COMMISSION

Process to Prepare and Submit Hearing Applications, Draft Hearing Notices, Uncontested Hearing Applications, and Draft Proposed Orders

Revised 11/19/2010

These guidelines are designed to facilitate working with the Colorado Oil and Gas Conservation Commission ("COGCC") Rules of Practice and Procedure (500 Series Rules) for hearing matters before the COGCC. These guidelines should not be solely relied upon; the rules should be referenced for more complete information on specific questions. The rules are published in 2 CCR 404-1 and are posted on COGCC's website: <http://cogcc.state.co.us/>

Hearing Application, Attachments and Draft Hearing Notice

Hearing applications shall be submitted by close of business on the application due date scheduled by the Commission. Each hearing application shall include the following to be submitted at the time the application is filed or no later than seven (7) days after the application is filed. Applicants are encouraged to combine similar hearing matters in the same geographical area(s) into a single application. **A cover letter shall be included with each hearing application indicating when the verification, certificate of mailing, list of parties, draft hearing notice, and reference map will be submitted to the COGCC, if these documents are not submitted at the time the application is submitted. These items are required to be submitted as a group in the second/final submission within seven (7) days of the date the hearing application was submitted.** Submitting documents one at a time requires unnecessary additional handling.

- Verification of Application (signed by someone other than the application preparer)
- Certificate of Mailing
- List of Parties to be noticed
- Reference map(s)
- Draft Hearing Notice

Hearing applications shall be submitted using the following format:

- Original (**unstapled**) hard copy and 13 copies (stapled) for a total of 14 copies, along with a self-addressed stamped envelope, if a stamped copy is requested by the applicant
- Letter size (8½"x11") or Legal size (8½" x14")
- Arial 12 point font/size
- Top margin 0.9"

- Bottom margin 0.5"
- Left/right margins 0.6"
- Left tab 1" for paragraphs
- Left tab 1½" for legal land descriptions
- No tables
- No auto numbering
- No bold type

The following information shall be included in and attached to each hearing application:

- Cause Number (if in area previously affected by COGCC Orders)
- County or Counties
- Field Name(s)
- Formation(s)
- Legal description using symbols and upper/lower case font, (*i.e.*, S½ NW¼, Section 1, Township 6 South, Range 92 West, 6th P.M. **not** S/2NW/4 T6S, R92W)
- Verification (signed by someone other than the application preparer)
- Certificate of mailing and Interested Parties including the names and addresses of all of the parties to whom copies of the hearing application is being sent (by the applicant) and to whom the hearing notice should be sent (by the COGCC); (see details under "List of Parties" below)
- One or more of the following maps:
- Reference map of application lands showing proximity to similarly issued Orders
- Map of application lands (indicated) in relation to surrounding lands, (In other words don't give us a square on a piece of paper and state the Section Number).
- Plat map(s) or maps used in APD application process.

All documents submitted in hard copy, shall also be submitted via electronic mail in Microsoft Word format only.

No PDF documents will be accepted unless approved ahead of time.

All documents submitted after the hearing application deadline shall contain the Docket Number issued by the COGCC. Docket numbers will be available as soon as possible after the hearing application deadline and can be found on the COGCC website by accessing the Hearing Schedule under "Hearings" and the particular month's docket.

One email shall contain all the documents that pertain to that docket number; please do not mix submissions of hearing matters with different docket numbers in one email.

Submit one (1) email with Microsoft Word attachments per requested hearing application/matter to: margaret.humecki@state.co.us. containing each of the following items:

Application,

Verification,

Certificate of mailing,

List of parties,

Draft hearing notice

List of Parties - A list with the names and addresses of all of the parties who are entitled to receive notice (Rule 507.b.) shall be submitted with the hearing application, or in the final/second submission no later than seven (7) days after the hearing application is submitted.

The list of parties shall be submitted as follows:

- Cover Letter with Docket Number (if hard copy list is submitted after the hearing application is filed)
- Name and mailing address of Applicant and Applicant's Attorney
- Name and mailing address of the Local Governmental Designee (available on the COGCC website under "Local Gov"), Department of Wildlife (NE – Celia Greenman, SE – Al Trujillo, NW – Kim Kaal, and SW – Jon Holst), and or Colorado Department of Public Health and Environment (Kent Kuster), if applicable.
- Avery 5162 or 5962 mailing label format in electronic format (No Excel Spreadsheets or hard copy labels) to margaret.humecki@state.co.us.
- No extra information such as in-house data, bar codes, social security numbers, etc.

If it is necessary to amend the list of parties, a new list for all of the parties shall be submitted using the above-described format, along with a cover letter noting the amended parties. The Docket Number shall be included in the cover letter, indicating that the list of parties is a revision/replacement for the previously submitted list. Docket Numbers can be found on the COGCC website by accessing the Hearing Schedule and the particular month's docket. The name and address of the Local Governmental Designee (if applicable) is available on the COGCC website under "Local Gov" and should be consulted regularly for any changes.

Draft Hearing Notice - Hearing Applicants are required to submit one (1) draft hearing notice at the time the hearing application is filed with the COGCC or no later than seven (7) days of the date the hearing application is filed as the second/final submission.

Draft Hearing Notices shall be submitted using the following format:

- Legal size (8½" x14")
- Arial 12 point font/size
- Top margin 0.9"
- Bottom margin 0.5"
- Left/right margins 0.6"
- Left tab 1" for paragraphs
- Left tab 1½" for legal land descriptions
- No tables
- No auto numbering
- No bold type

The following information shall be included in and attached to each hearing notice:

- Cause Number (if in area previously affected by COGCC Orders)
- County or Counties
- Field Name(s)
- Formation(s)
- Legal description using symbols and upper/lower case font, (i.e., S½ NW¼, Section 1, Township 6 South, Range 92 West, 6th P.M. **not** S/2NW/4 T6S, R92W etc.)

In addition, submit one (1) email for each hearing matter containing Microsoft Word attachments for each Draft Hearing Notice to: margaret.humecki@state.co.us. No PDF documents will be accepted unless approved ahead of time.

Numerous examples of hearing notices can be found on the COGCC website by clicking on "Hearings" then one of the years under "Hearing Schedules" then one of the dates under "Docket Link" in the second column under "Applications Due" then one of the docket numbers under "Docket Number" on the individual month's hearing docket. Hearing notices are linked under "Docket Number" and hearing applications are linked under "Applicant/Attorney" on the hearing docket. A synopsis of each hearing matter can be found on the hearing docket under "Matter".

Draft hearing notices shall include specific references to the most recent or appropriate order(s) which affect the current hearing application lands. If there is no similar notice available that identifies those orders, the map on the COGCC website may be the best way to identify the pertinent order(s). The map can be accessed at <http://cogcc.state.co.us/> by clicking on "Maps". Once the map is loaded, scroll down on the left side and click on "COGCC Spacing", then right click on the map and click on "Zoom To (Township, etc.)" to enter the township and range of the application lands. The cursor can be held on the application lands and any orders affecting the lands will be displayed. Once identified, orders can be viewed by clicking on "Orders" on the left side of the screen and entering the Cause and Order numbers. For application lands that are not subject to orders but to COGCC rules, specific reference to the appropriate COGCC rule should be included in the draft hearing notice (i.e., Rule 318.a., etc.)

If the application lands are subject to COGCC orders, the Cause Number will likely be the same for the new application and shall be included on both the hearing application and the draft hearing notice. If the application lands are not subject to COGCC orders, the COGCC will assign a new Cause Number to the application. Docket Numbers will be assigned when the hearing application is filed with the COGCC and will be available on the COGCC website as soon as possible after the application deadline.

Amended Application

When a hearing application is amended, the amended information shall be indicated in **BOLD ALL UPPER CASE** font and submitted with a cover letter stating why the application is being amended. If an amended list of parties is required, please submit in accordance with the procedure described above. Amended applications shall be submitted in the same manner as original hearing applications described above. Use a docket number if available.