Hearings eFiling Users Guidebook

INTRODUCTION

The Colorado Energy & Carbon Management Commission ("Commission" or "ECMC") utilizes an electronic filing system ("eFiling System") for all hearing applications. The eFiling System facilitates public involvement in the Commission's hearings process and allows for easier access to hearing application documents. This Guidebook provides users with guidance on establishing an eFiling System account, searching for hearing dockets and hearing documents, and filing hearing applications and supporting documents.

For further information regarding any of the topics addressed in the Guidebook, please contact:

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       margaret.humecki@state.co.us

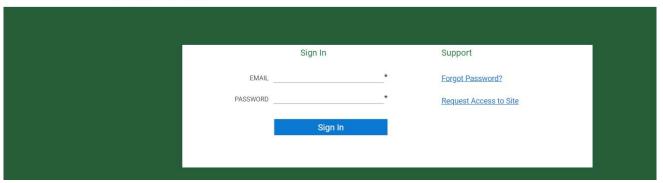Web: https://ecmc.state.co.us

Thank you.

I. Creating an eFiling User Account

To file a hearing application, or file a petition protesting an application, on a pending hearing application, users must utilize the eFiling System.[1] To utilize the eFiling System, users must establish a user account. To establish a user account you will follow the following steps.

1. Visit the Hearings eFiling System Application and Docket Portal by using this direct link
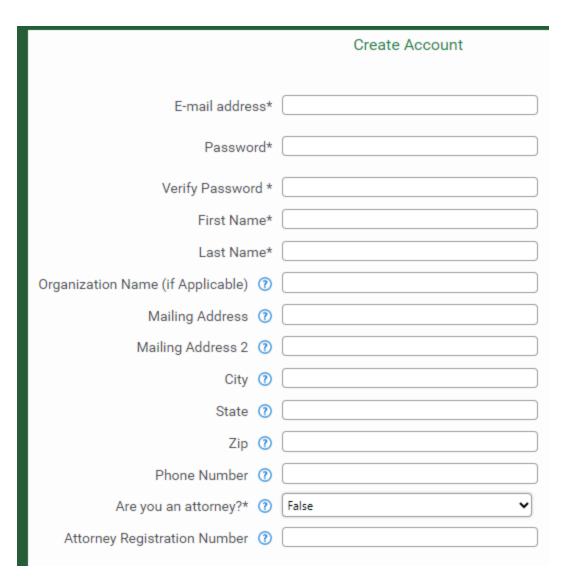https://oitco.hylandcloud.com/DNRCOGExternalAccess/Account/Login.aspx

COLORADO
Oil & Gas Conservation Commission
Department of Natural Resources

Hearings eFiling System
Application and Docket Portal

Sign In   Support

EMAIL _____ *   Forgot Password?
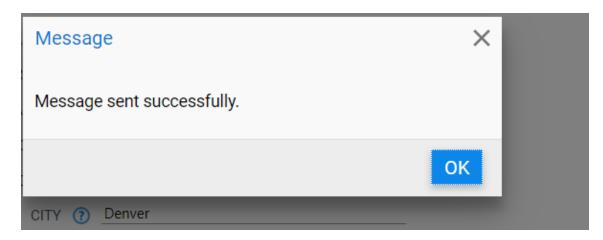
PASSWORD _____ *   Request Access to Site

Sign In

2. To create a user account, select "Request Access to Site"

3. Users will be taken to a registration page. On the registration page, users will be asked to enter their contact information.

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[1] If a user is unable to access the eFiling System or has other limitations that prevent them from accessing the eFiling System please contact Ms. Humecki or Ms. Amaro.

Create Account

E-mail address*	
Password*	
Verify Password *	
First Name*	
Last Name*	
Organization Name (if Applicable) ⑦	
Mailing Address ⑦	
Mailing Address 2 ⑦	
City ⑦	
State ⑦	
Zip ⑦	
Phone Number ⑦	
Are you an attorney?* ⑦	False ▾
Attorney Registration Number ⑦	

4. After users complete the registration information, they will click the "Submit" button on the registration form.

5. Once you submit the user account registration form, you will receive confirmation that your registration was sent successfully.

Message   ✕

Message sent successfully.

OK

CITY ⑦   Denver

6. Registrants will receive an email from admin@noreply.com confirming the account registration and you should be able to log in.

7. Once the eFiling user's account is established, users will access the eFiling System Application and Docket Portal by entering their email address and password and complete your security questions for future use to change your password.
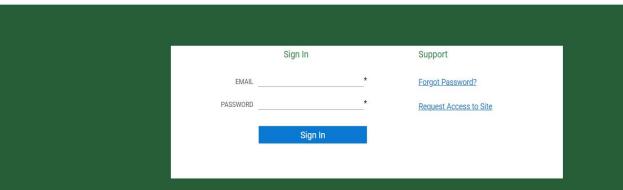

II. How to Submit a Hearings Application Through the eFiling System.

To file a hearings application, users must utilize the eFiling System.

1. Begin by Signing In to the Hearings eFiling System Application and Docket Portal with your email address and password that you established when creating your user account.
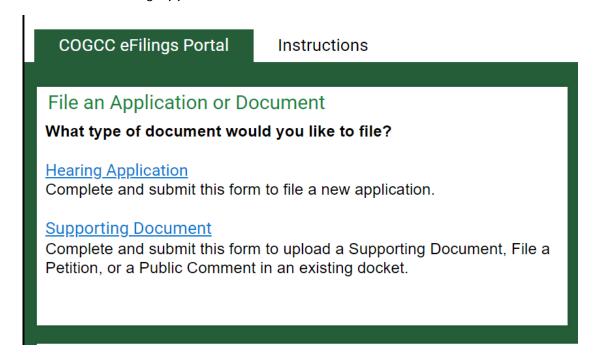   https://oitco.hylandcloud.com/DNRCOGExternalAccess/Account/Login.aspx

2. Once signed in, users will be taken to the ECMC/COGCC eFilings Portal.

   Please ensure you ALLOW ALL BROWSER POP-UPS for this site or you will not be able to open documents.
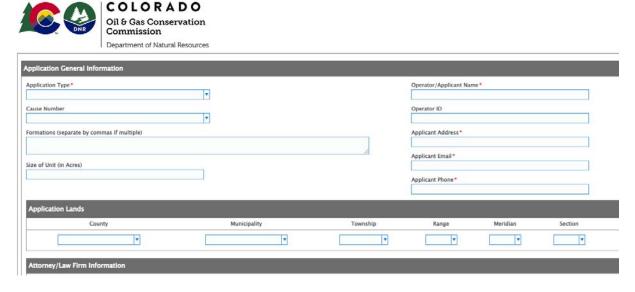
To begin the creation of a Hearings Application, navigate to the "File an Application or Document" box.

Click "Hearing Application."

3. Once "Hearing Application" is selected, users will be taken to a new page, the "Application Form."
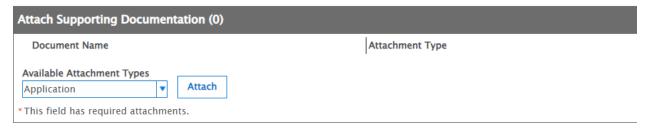

4. When completing the Application Form, users must complete as many field as possible.

5. If an Application includes Application Lands, applicants can add additional rows of lands by selecting "Add."

Application Lands							Add
County	Municipality	Township	Range	Meridian	Section	Portion of Section	
▼	▼	▼	▼	▼	▼		Remove

6. **Application and Interested Party List.** An Application* and an Interested Party List* must be submitted with all Application forms. The Application and Interested Party List are uploaded through the "Attach Supporting Documentation" at the bottom of the Application Form page. You may upload other supporting documents that are relevant to the Application through the Attach Supporting Documentation link once a Docket Number is assigned.   The Application, Interested Party List and supporting documents must be .pdf documents.

Attach Supporting Documentation (0)

Document Name   Attachment Type

Available Attachment Types
[Application   ▼]   [Attach]

* This field has required attachments.

Most, but not all Applications will have persons who are required by Commission Rule to receive notice when an Application is filed. These persons are required to be included on the applicant's Interested Parties List. The Interested Parties List will be filed concurrent with the Application. However, there may be instances when an Application does not include an Interested Party List, such as with a Rulemaking Petition Application. If Commission Rules do not require notice of an Application, the user must still upload to the eFiling System a document stating that to be the case.

7. **Exhibits.** The eFiling system will automatically import the name given to an exhibit that is uploaded. For example, if you save an exhibit as "Appendix A-1 Map," the eFiling System will assign to that exhibit the name "Appendix A-1 Map," when it displays the EXHIBIT in the Attached Document list. No need to label it as an exhibit in your naming of the document.

Because of this function, all **exhibits must follow the following naming convention.** Please save your exhibits as follows:

Either a Letter (A, B, C, etc.) or Number (1, 2, 3, etc.), space or hyphen, and the name of the document that the Exhibit is associated with (Application, Protest, Testimony, etc.) Appendix A-1 Map to Application

Please do not include a period in the name of your exhibit. The eFiling system may not recognize the period and the name of your exhibit will not accurately display.

8. **Testimony.** If you are submitting an Oil and Gas Development Plan (ODGP), Drilling and Spacing Unit, Pooling or Unitization, or School and Child Care Center Setback application, you must upload testimony in support of your application. Please refer to Commission Rule 505 for more information on submitting testimony in support of your application.

9. Once the Application Form is complete and all supporting documents are uploaded, the applicant will "Certify" they are authorized to file the application, and will "Submit" the Application Form.

I certify that I am the applicant or am authorized by the Applicant to submit this form on their behalf*

| I AGREE | ▾ |

Submit

10. After the Application Form is submitted, the eFiling System will populate a message saying **"Saving Form: The form is being saved."** This message is confirmation that the eFiling System has received the Application and is processing the Application. Once this message leaves the screen, users can click the "X" in the upper right hand corner to exit the Application screen by closing the window.

11. The submitter of the application will receive the following email:

> COGCC has received the new Application below. Please keep this email as your acknowledgement. You will receive another email notification with your Docket Number once the Initial Review process is complete. Thank you.
>
> Application Type: GENERAL ADMINISTRATIVE
>
> Operator/Applicant Name: ECMC STAFF
>
> Cause Number: 1
>
> Docket Status: Hearing Officer Initial Review

12. Once an Application is submitted, Hearings Unit staff will review the Application for completeness. Once the Application is determined complete, Hearings Unit staff will assign the Application a Docket Number.

    Once a docket number is assigned, the applicant will receive another email from the eFiling System stating a Docket Number has been assigned.

This message is to inform you that your Application has been assigned a Docket Number.

You can log into the Application and Docket Portal to review it.

https://oitco.hylandcloud.com/DNRCOGExternalAccess/

Docket Number: 230900282

Please note that staff's completeness evaluation does not mean that the Application will be approved. Nor does it mean that no additional information will be required in support of the Application. A completeness evaluation means that the necessary basic information has been submitted and that the Application is now in the "Internal Group Review" process.

III. How to View a Docketed Matter.

After a hearing application is submitted and a Docket Number is assigned, the application is posted to the eFiling System.
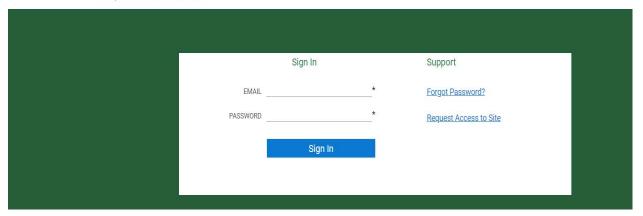
1. Begin by Signing In to the Hearings eFiling System Application and Docket Portal with your email address and password that you established when creating your user account. https://oitco.hylandcloud.com/DNRCOGExternalAccess/Account/Login.aspx
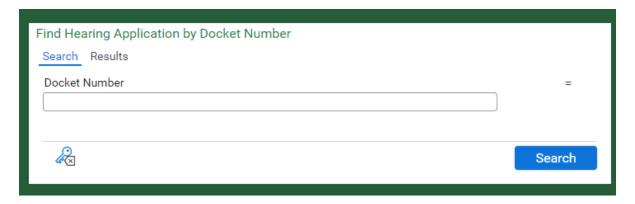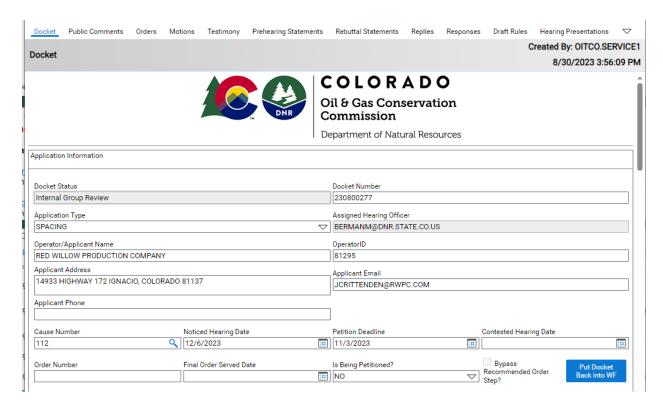
2. <u>Option 1 Viewing</u> - Once in the eFiling System Application and Docket Portal, navigate to the upper right corner to "Find Hearing Application by Docket Number." Type in the Docket Number you would like to view. Double click on the results and the Application will open. Reminder that you must allow popups to work on this site or you will not be able to see any documents.

Find Hearing Application by Docket Number

Search   Results

Docket Number   =

[   ]
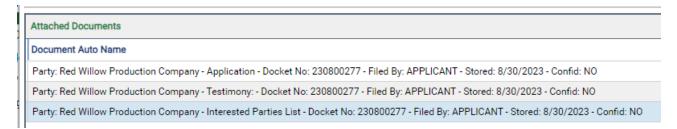
Search

<u>Option 2 Viewing</u> - All docketed hearing applications are listed under All Docketed Matters. Users can sort the columns in All Docketed Matters to easily locate the specific docket they are searching for by clicking the category of "Docket Number", Operator/Applicant", "Operator ID", "Application Type" etc.
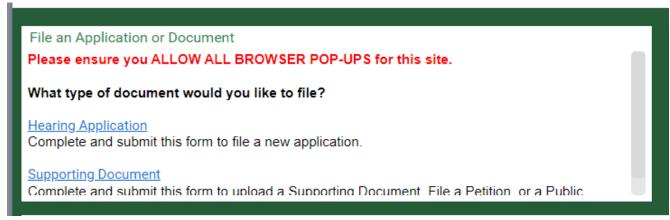
All Docketed Matters

Docket Number	Operator/Applicant	Operator ID	Application Type
▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
230900282	ECMC STAFF		GENERAL ADMINISTRATIVE
230900281	WELLINGTON OPERATING COMPANY	95233	VARIANCE
230900280	KERR-MCGEE OIL & GAS ONSHORE LP	47120	OIL & GAS DEVELOPMENT PLAN
230900279	CAERUS PICEANCE LLC	10456	VARIANCE
230900278	KERR-MCGEE OIL & GAS ONSHORE LP	47120	POOLING
230800277	RED WILLOW PRODUCTION COMPANY	81295	SPACING

3. When a user identifies the docket they want to view, the user will double click anywhere on the docket search result.

4. Once the docket is selected, a new page will load with the docket. Reminder that you must allow pop-ups to work on this site or you will not be able to see any documents.

In addition to showing the current status of the docket, all documents filed in the application are displayed. This can be found by scrolling down the Docket Application Form.

IV. How to File Supporting Documents, a Petition Protesting an Application or a Public Comment to a Pending Docket

1. To file a document in support of the application, file a petition protesting the application, or file a public comment in an existing docket, users will make the appropriate selection once "Supporting Documents" is clicked.

2. You will be taken to a form where you will select what type of document you wish to file.

   Upload a Certificate of Mailing/Service. You will only select this option if you are an applicant submitting a certificate of mailing required by Rule 504.a.(2)A.
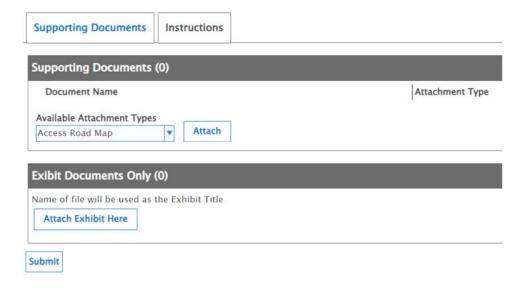
   File a Petition in an Existing Application. A person protesting an existing docket will select this option to upload a petition protesting a docket.

   Submit a Public Comment. If you are not a party to a docket and want to submit a public comment about a docket, you will select this option to upload your public comment.

   Upload Supporting Documents. Applicants and parties to a docket will select this option to upload to a docket any document other than a Petition or Public Comment.

3. After the user makes the appropriate selection, the window will expand to accommodate the selected upload requirements.

4. Once you select the type of document you want to upload, you will be able to enter the docket number in which you wish to file the document. Please read "Enter Filing Information" for further instructions.

If you do not enter a valid docket number, you will not be able to continue to upload your document.

5. Further down the page you will be able to attach and upload the document you are seeking to file in the docket. If uploading a supporting document, you will be able to select the document type you are uploading under the "Available Attachment Types" section. To view the available attachment types, select the arrow and all available document types will populate.

6. **Exhibits.** The eFiling system will automatically import the name assigned to an exhibit by the applicant. For example, if you save an exhibit as "A - Protest," the eFiling System will assign to that exhibit the name "Exhibit: A - Protest" when it displays the exhibit in the Attached Document list.

Because of this function, all exhibits must follow the following naming convention. Please save your exhibits as follows:
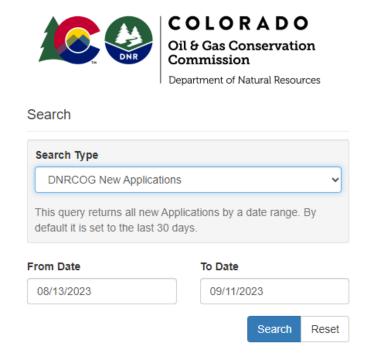
Either a Letter (A, B, C etc.) or Number (1,2,3 etc.), space or hyphen, and the name of the document that the Exhibit is associated with (Application, Protest, Testimony etc.) FYI - If you name your document "Exhibit A-Testimony", it will appear in the system as Exhibit: Exhibit A-Testimony."

Please do not include a period in the name of your exhibit. The eFiling system will not recognize the period and the name of your exhibit will not accurately display.

7. You may upload more than one document at a time. Once you have uploaded all of your documents select "Submit." The system will display a message saying that the "Form is Being Saved."

   Once the system uploads the document, you will be asked if you have another form that you wish to complete. If you have another document to upload in a different docket you can select "Yes".

8. Once the document is uploaded, users should locate the specific Docket Number of interest and double click to open and scroll down to the "Attached Documents" section of the docket to confirm that the document was uploaded and can be opened and viewed. This process could take a couple of minutes to process into the system for viewing.

9. Once the document is uploaded to the eFiling System, all Interested Parties to the docket will receive an automatic email notifying them that the document has been uploaded to the docket. Interested Parties include: Hearings staff, protestants, and the applicant, but not Public Commenters.

V. I Don't Want to Create A User Account. How Do I Access Documents Related to a Docket?

1. Members of the public can still view and search for documents related to a docket without registering to use the Hearings eFiling Portal. The Commission has a second search option called the Public Access Viewer (PAV). A link to PAV is available on the Hearings Unit website and can be accessed HERE.

The PAV allows users to search for new applications, new dockets, and all docket-related documents for viewing and printing. However, the PAV does not allow users to file hearing applications, documents in support of an application, petitions protesting an application, or public comments.

If you know the Docket Number to the matter you are interested in, select the search "Docket Related Documents," and add the Docket Number and click "Search". Clicking the small blue box to the left of the results with an arrow pointing out of the upper right corner will open each document in a separate window for viewing.

Please ensure you ALLOW ALL BROWSER POP-UPS for this site or you will not be able to open documents.