

How To Comment on Hearings Applications



COLORADO
Oil & Gas Conservation
Commission

Department of Natural Resources

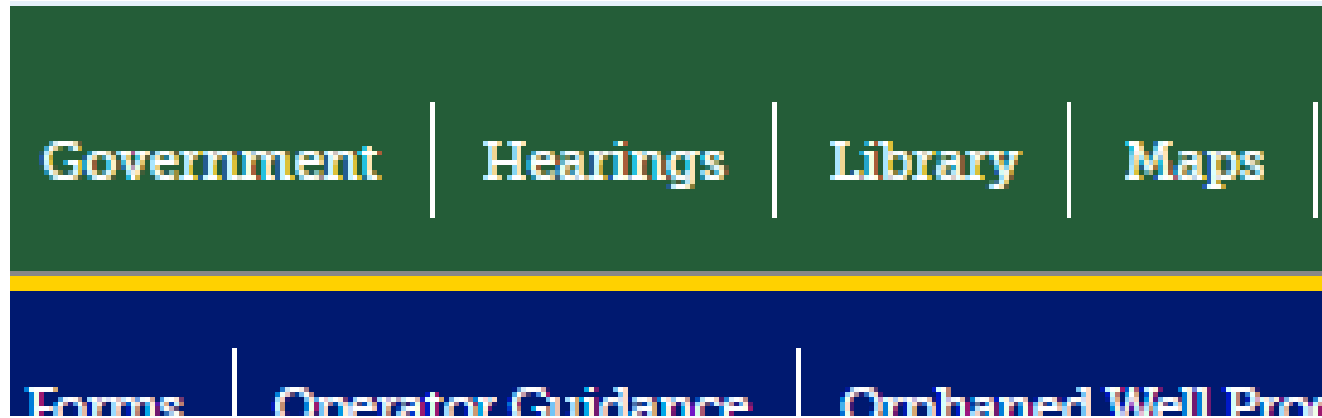
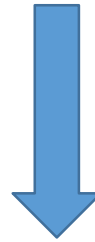
How to Comment on Hearings Applications

- The public has the opportunity to comment on pending hearings applications
- [Public comments are filed through the hearings eFiling System](#)



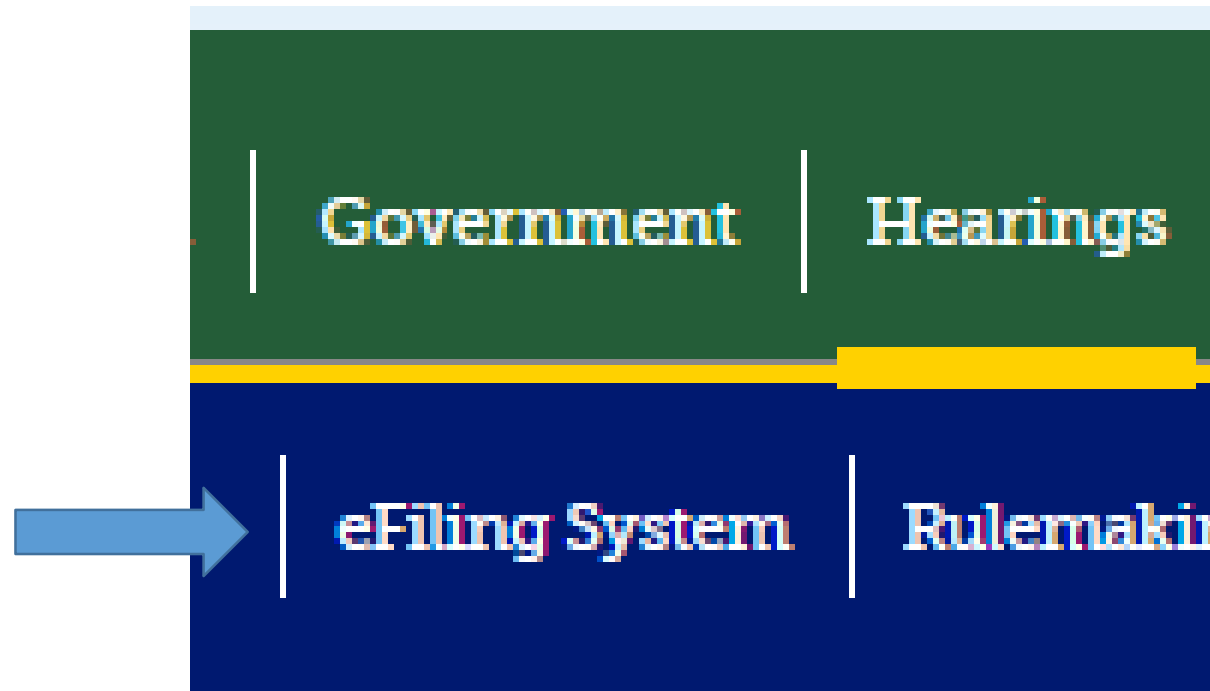
How to Locate Pending Hearings Applications

To access pending hearings applications, navigate from the COGCC home page, <https://cogcc.state.co.us/#/home> to the Hearings' home page.



How to Locate Pending Hearings Applications

From the Hearings page, select the eFiling System.



How to Locate Pending Hearings Applications

- On the eFiling System page, you will find links to the eFiling System and Guides on how to use the eFiling System.

eFiling System

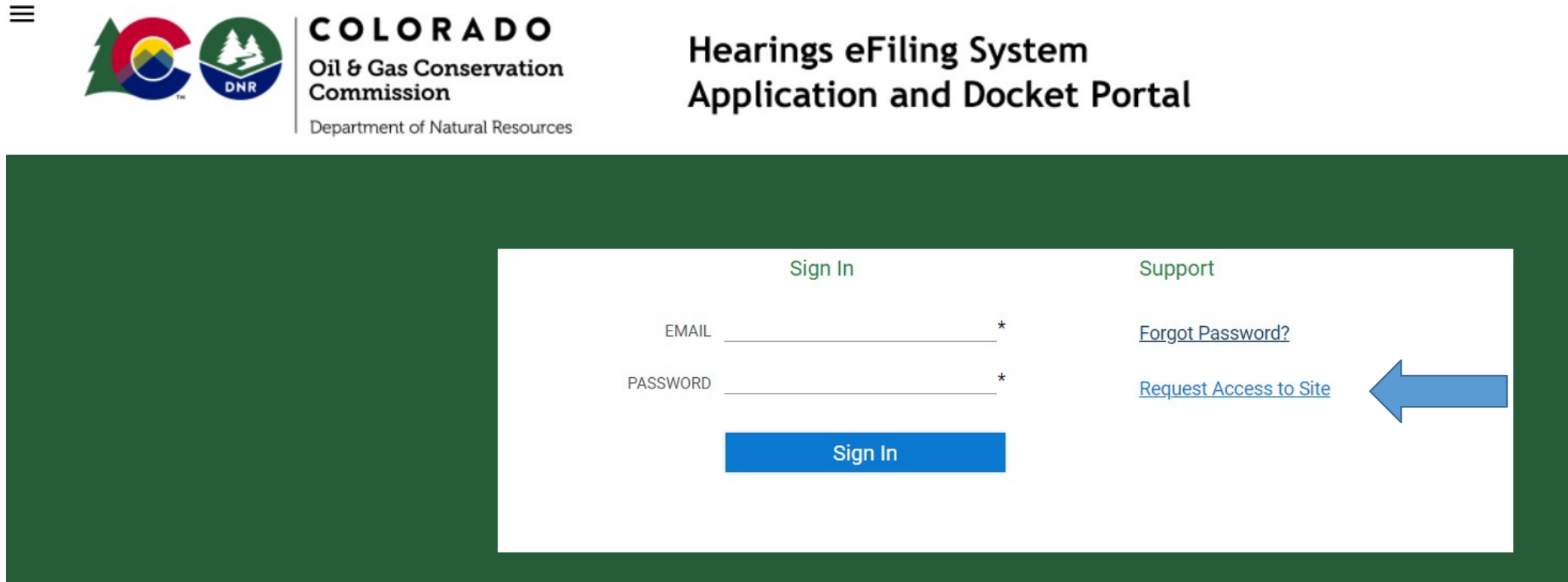
All hearing applications and supporting documents are filed using the Commission's eFiling system. The eFiling system provides any member of the public the opportunity to view hearing applications and related documents. Anyone can create a free account in the eFiling system.

You can access the eFiling system [HERE](#).




How to Locate Pending Hearings Applications

You can create an account to access the eFiling System by selecting “Request Access to Site.”



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**Hearings eFiling System
Application and Docket Portal**

Sign In

Support

EMAIL _____ *

PASSWORD _____ *

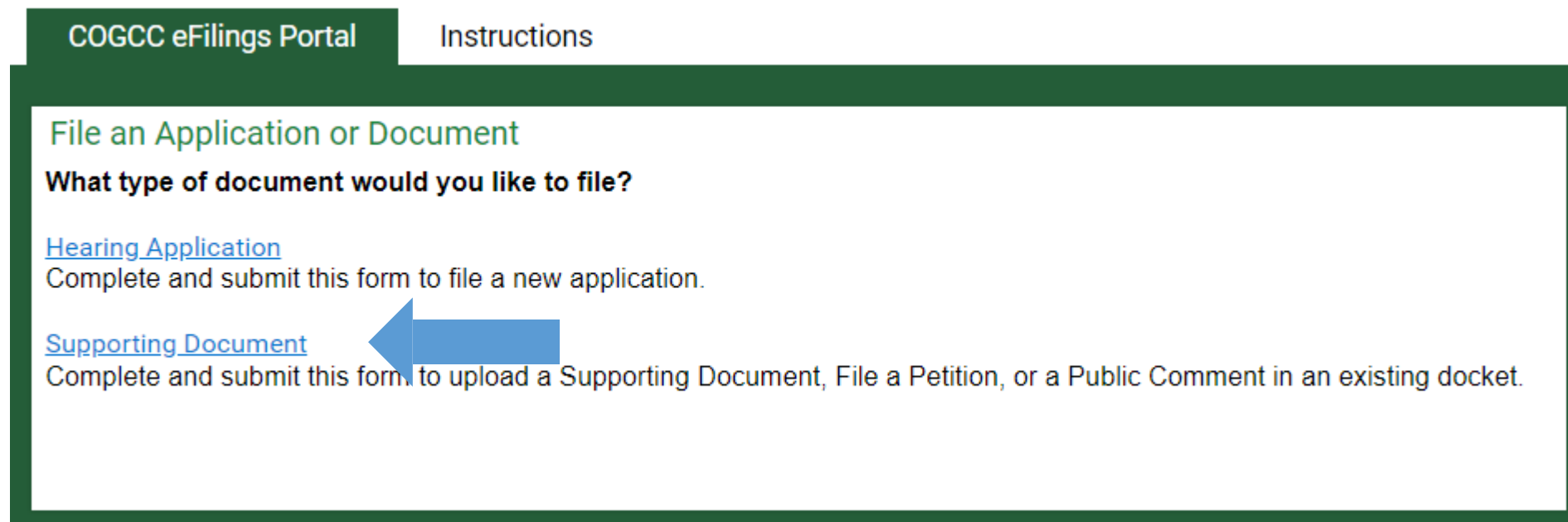
[Forgot Password?](#)

[Request Access to Site](#) ←

Sign In

How to Locate Pending Hearings Applications

Once in the eFiling System, navigate to the “COGG eFilings Portal” and select “Supporting Document.”



The screenshot shows the COGCC eFilings Portal interface. At the top, there are two tabs: "COGCC eFilings Portal" (which is active) and "Instructions". Below the tabs, the main content area is titled "File an Application or Document". Under this title, the question "What type of document would you like to file?" is displayed. There are two options listed: "Hearing Application" and "Supporting Document". The "Supporting Document" option is highlighted with a blue arrow pointing to it from the right. The text for "Supporting Document" reads: "Complete and submit this form to upload a Supporting Document, File a Petition, or a Public Comment in an existing docket."



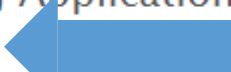
How to File a Public Comment

You will be taken to a form which asks what type of document you would like to file. To file a public comment select “Submit a Public Comment.”

What would you like to do?

Select an option from the items listed below *

- Upload a Certificate of Mailing/Service
- File a Petition in an existing Application
- Submit a Public Comment
- Upload Supporting Documents



Once you select “Submit a Public Comment,” scroll down the page to “Enter Filing Information.”



How to File a Public Comment

You must enter a valid docket number and then press the TAB key on your keyboard. The system will populate the applicant name and application type. You must also enter your name or the name of the organization filing the public comment.

Enter filing information

To begin, please make sure you have selected a filing option from the list above. Once a filing option is selected, you will enter a valid Docket Number in the box below. After you enter the Docket Number, press the [TAB] key on your keyboard. Please validate that you have selected the correct Docket, by verifying the Application Type, Operator/Application Name. If you entered the incorrect Docket Number please click the [Reset Docket] button to clear all entered data. Enter your Party Name in the Party Name field.

Enter Docket Number [Press Tab Key]	Operator/Applicant Name	Application Type
*	COLORADO OIL & GAS CONSERVATION	RULEMAKING PETITION
<input type="text" value="210600097"/>		

Reset Docket

Party Name or Public Commenter Name *	Filed By Role *
<input type="text"/>	<input type="text" value="PUBLIC COMMENTER"/>



How to File a Public Comment

Finally, you will select the “Attach Public Comment” button and upload your written public comment. You must select “Submit” for the comment to be submitted.

Public Comment

Please note that the system can only accept documents that are 30 megabytes or less. Answers to most commonly asked questions can be found in the eFiling Handbook. If after reviewing the eFiling Handbook you still have a question, please contact Margaret Humecki at margaret.humecki@state.co.us or Angelica Amaro at angelica.amaro@state.co.us.

Public Comment Documents (0)

Public Comment*

Attach Public Comment

Submit



Thank you for your interest
and time to comment on pending
Hearings applications!



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Questions?

Contact Hearings Manager Mimi Larsen

Mimi.Larsen@state.co.us