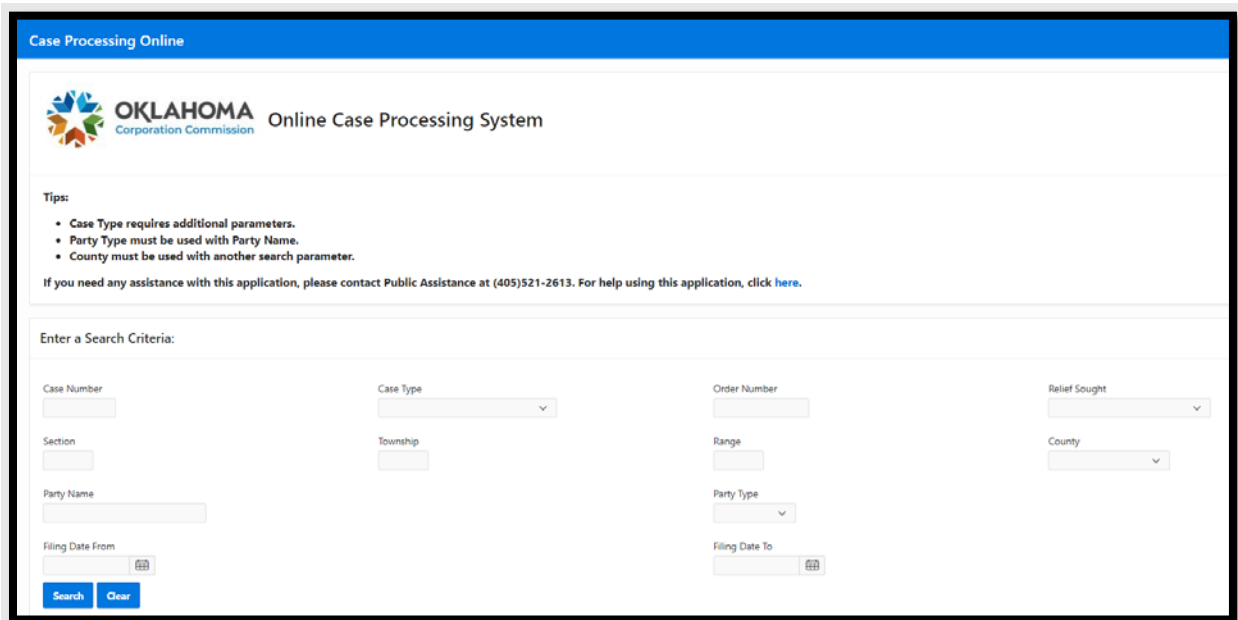
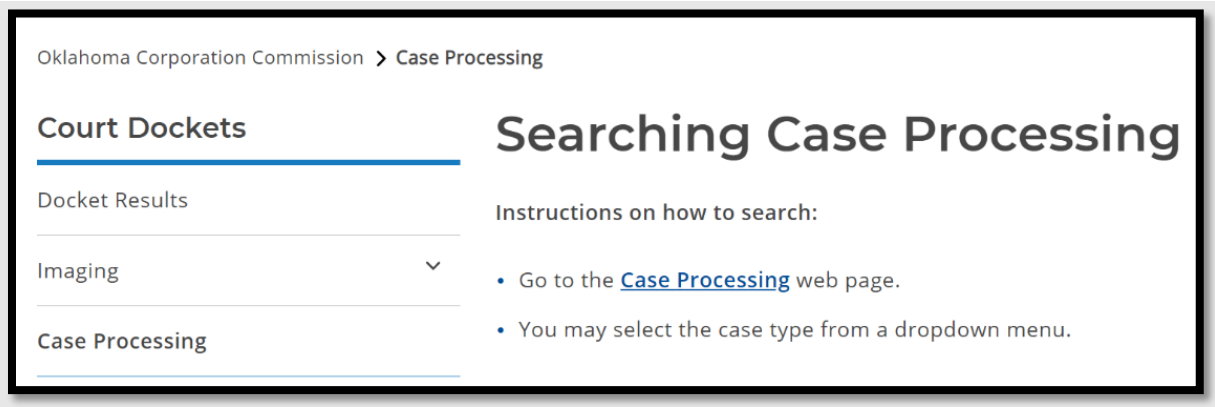


- When the new OCC Electronic Case Filing (ECF) System launches, the basic details of cases that are open at the time of the launch, but originally filed prior to the launch (“Transitional Cases”), will be pre-loaded into the new ECF System.
- However, *documents* filed prior to the launch in those Transitional Cases will remain in the current “Case Processing/Imaging” 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 in separate systems – Case Processing/Imaging and ECF/LaserFiche.
- The case numbers for Transitional Cases will remain the same in the existing Case Processing/Imaging system but will be reformatted in ECF and the underlying LaserFiche document library. (Details below.)
- Documents filed in cases that have been **concluded and closed** prior to the ECF launch will remain in the Case Processing/Imaging 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>



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

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.

The screenshot shows a search interface titled "OCC Imaging - OAP Orders and Case Files". At the top left is a "Home" button. Below the title are several search criteria, each with a text input field and an example: "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" (example: 1/1/2001 or 1/1/2001 to 1/31/2001), and "Scan Date" (example: 1/1/2001 or 1/1/2001 to 1/31/2001). Below these fields is the instruction "Type in your search criteria then click the 'Search' button." and two buttons: "Search" and "Clear". At the bottom left is another "Home" button.

Documents Filed on or after the 3/21/22022 ECF Launch Date (“ECF documents”):

After the ECF launch, all documents will be filed in ECF and accessible through ECF and LaserFiche Case Document Search.

- 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: ECF and the Laserfiche Case Document Search.

1) **Electronic Case Filing (ECF)** – Accessible from the Commission website – Dockets tab – Electronic Case filing section: <https://oklahoma.gov/occ/court-dockets/electronic-case-filing.html>

Oklahoma Corporation Commission > Court Dockets > Electronic Case Filing

Court Dockets

Docket Results

Electronic Case Filing ^

ECF User Manual

ECF News and Updates

Imaging

Case Processing

Electronic Case Filing

File a case anytime, anywhere there's an internet connection.
Easily research and track cases in the system.

See what's new

[GET THE LATEST ECF TRANSITION UPDATES >](#)

Electronic Case Filing (ECF)

File and search new court cases and documents in existing, active cases

[Visit ECF](#)

Case Document Search

Search documents and orders from 3/21/2022

[Search](#)

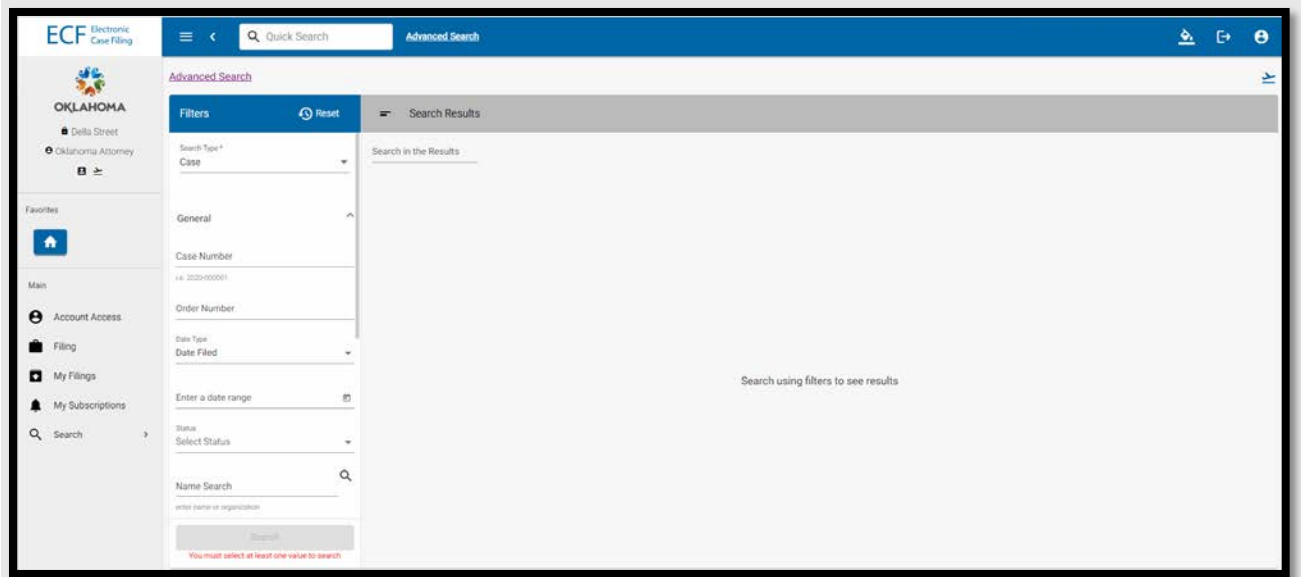
ECF User Manual

Learn how to register and access new features

[Get Started](#)

- Registered ECF Users have access to ECF case and document search tools.
- Anyone can register as an ECF “General Public” 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.

- Those registered for read-only “General Public” access will have access to the same document and case search tools within ECF available to those registered as ECF Filers. (See Registration in the *Electronic Case Filing User Manual*.)



2) Case Document Search (in LaserFiche) -- Accessible from the Commission website – Dockets tab – Electronic Case filing section:

<https://oklahoma.gov/occ/courtockets/electronic-case-filing.html>

Oklahoma Corporation Commission > Court Dockets > Electronic Case Filing

Court Dockets

- Docket Results
- Electronic Case Filing**
- ECF User Manual
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Search

ECF User Manual

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Get Started

The screenshot shows the Oklahoma Corporation Commission's Case Document Search interface. At the top left is the logo for the Oklahoma Corporation Commission. Below the logo is a "Home" link. The main content area is titled "Case Document Search" and contains several input fields: "Case Number" (with a text input field), "Case Number Search Example 2020-000001" (a dropdown menu), "Case/Docket Type" (a dropdown menu), "Order Number" (a text input field), "Relief Types" (a text input field), and "Filing Date" (two text input fields separated by a dash). There are "Submit" and "Reset" buttons at the bottom of the search form. The text "Powered by Laserfiche" is visible in the bottom right corner of the interface.

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 originally filed in Case Processing prior to March 21, 2022, and continuing as “Transitional Cases” in ECF.

- 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 for search purposes, 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 YYYY##### case number format in the **Case Processing** web application or in **Imaging**.
- When searching **in ECF** for documents filed on or after 3/21/22 in Transitional Cases, or in cases filed in ECF on or after 3/21/22, use the reformatted 10-digit case number.
- For example, if searching for documents filed in ECF in case CD 202200250, search for CD2022-000250 in Quick Search or 2022-000250 in Advanced Search.
- Likewise, when searching **in LaserFiche Case Document Search** for documents filed on or after 3/21/22 in Transitional Cases or in cases filed in ECF, use the reformatted case number.