



**Oklahoma
Corporation
Commission**
ENERGY•TRANSPORTATION•UTILITIES

INSTRUCTION MANUAL FOR THE OCC ONLINE DATABASES:

OIL & GAS WEB APPLICATIONS

Well Browse

Operator Browse

CASE PROCESSING WEB APPLICATIONS

COMMINGLE/MULTIPLE-COMPLETION DATABASE

DOCUMENT IMAGE ACCESS

MINERAL OWNER ESCROW ACCOUNT

Prepared by Donna K. Darnell
Manager, Oil & Gas Complaints & Information
Consumer Services Division
Oklahoma Corporation Commission
Revised July 2009

www.occeweb.com

**Your Key to Oil & Gas
Information at the Oklahoma
Corporation Commission**

INTRODUCTION

Since the Oklahoma Corporation Commission's website first came online in 1997, the agency's IT Department has continually worked to add and improve resources available to the public. A wealth of public information can be found free of charge on this site.

In this workshop you'll learn how to access information in the **Oil & Gas Web Applications Well Browse and Operator Browse** databases, **Case Processing Web Applications**, **Commingle/Multiple-Completion Database**, **Document Image Access**, and **Mineral Owners Escrow Account (MOEA)** databases.

Briefly, the **Oil & Gas Web Applications** databases are used to obtain well and operator information such as completion date, producing formation, spacing, operator name and address, etc. Information pertaining to **judicial and administrative cases** is recorded in **Case Processing Web Applications**. Commingling applications and orders can be found in the **Commingle/Multiple-Completion Database**. All imaged Commission records are available in **Document Image Access**, and a listing of unlocatable pooling respondents for whom funds have been reported to the Commission is available in **MOEA Owner Search**.

Additional information such as **Commission Rules**, the **Oil & Gas Operator Directory**, **Commission contact information**, and **how to file a complaint** can be found through the agency's home page but will only be touched on lightly during this workshop.

Many thanks to the Marginal Wells Commission staff, especially Regina Finney, the Oklahoma Corporation Commission print shop, and the OCC Oil & Gas Conservation and IT Divisions for their assistance in preparing this manual.

We hope you will find the information presented today helpful and we welcome your comments and suggestions for improving the information we have made available.

Donna Darnell, Manager, Oil & Gas Complaints & Information
Junior Freeman, Consumer Complaint Investigator/Mediator
Consumer Services Division, Oklahoma Corporation Commission

TABLE OF CONTENTS

INTRODUCTION	
OIL & GAS WEB APPLICATIONS	5
Well Browse	6
Operator Browse	31
CASE PROCESSING WEB APPLICATIONS	37
COMMINGLE/MULTIPLE-COMPLETION DATABASE	45
DOCUMENT IMAGE ACCESS	50
MOEA OWNER SEARCH	62
HELPFUL INFORMATION	65
County Codes	66
Well Status Codes	67
Oil & Gas Forms	68
Surety Codes	69
Case Processing Relief Type Codes	70

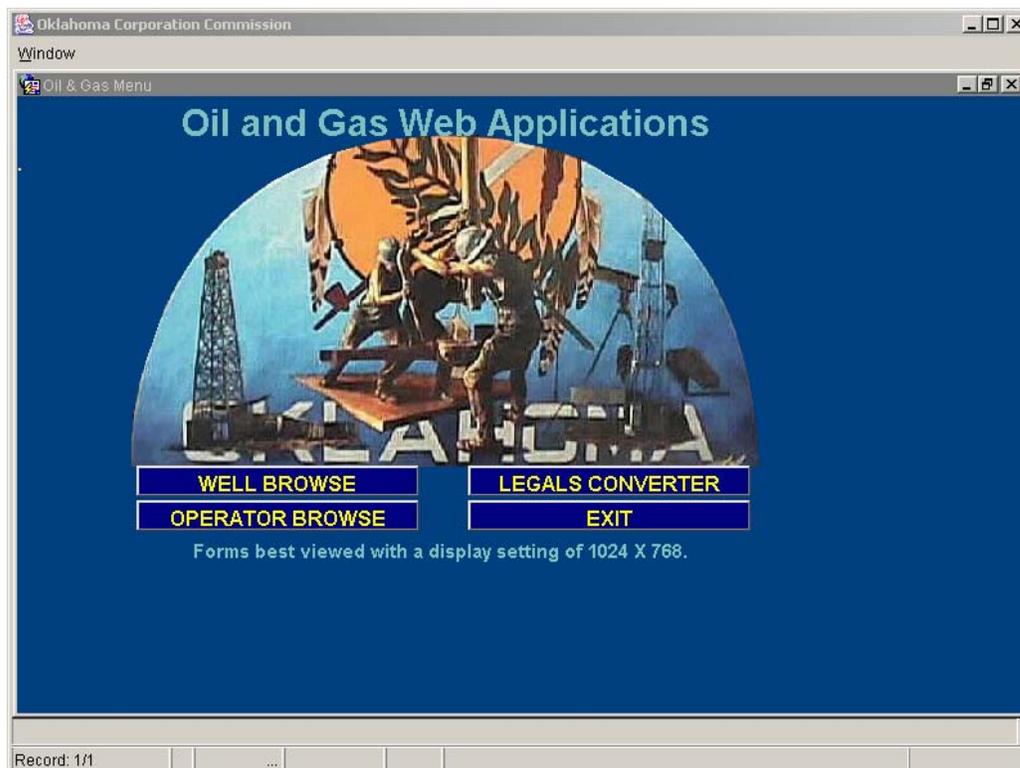
OIL & GAS WEB APPLICATIONS

ACCESSING THE DATABASES:

The Oklahoma Corporation Commission web address is www.occeweb.com. From the **Home Page**, scroll down in the center column under "**Oil & Gas Conservation Commission**" and click on "**Oil & Gas Web Application**". Next, click on "**Oil & Gas Web Application**" again. You will begin to download "**J Initiator**", "**Java Applet**", "**Oracle**", etc. Whenever your computer asks you for a response **always answer in the positive**.

Note: The first time you access the **Web Applications** databases you must start by downloading **Oracle JInitiator 1.3.1.17**. If you have downloaded earlier versions of Oracle they may need to be deleted. Those who use **Internet Explorer 7** and/or **Microsoft Vista** must follow **special instructions** for downloading **Oracle JInitiator**.

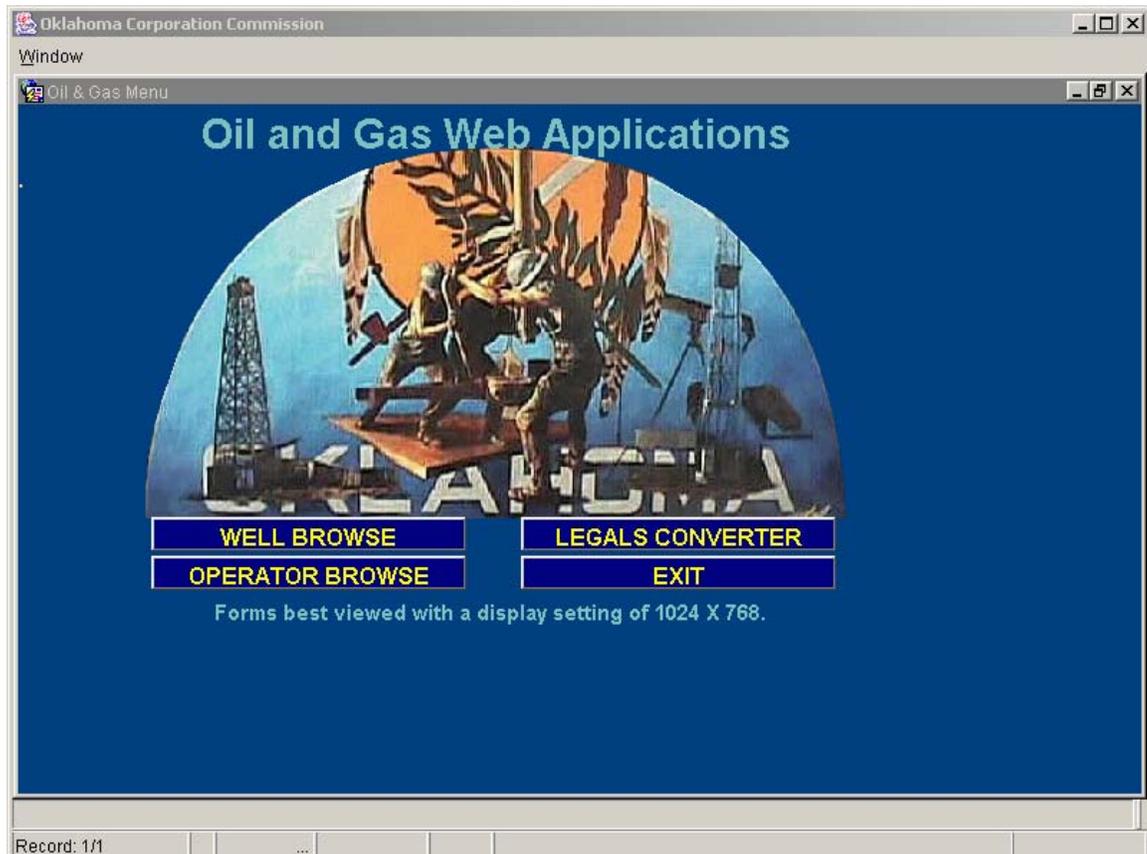
Once you have successfully downloaded the "**Oil & Gas Web Applications**" databases your screen will look like this:



WELL BROWSE

On this screen you can choose whether you want to search for **well information** or **operator information**.

Note: There is also a “**Legals Converter**” that will convert a legal description (section, township, and range) to latitude and longitude but it is self-explanatory and will not be reviewed here.



Oil & Gas Web Applications.

Choose “**Well Browse**” to view the screen on which you enter the search criteria to look up a well.

Enter the search criteria by which you wish to query. Usually, providing too much information will not result in a successful query.

- To find all the **wells in a particular section or quarter section**, enter only the legal description.
- To find all **wells operated by a particular company**, enter the operator number by typing it in, selecting from the drop down menu, or using the "find" feature with the **wild card, %**. You cannot type in the operator name in the name field.
- To locate all the **wells operated by a particular company in a particular county** enter the operator name and number and **choose the county using the drop down menu**. If you know the **county code** you can enter it in the "**API County**" field in the "**API Number**" box on the upper right hand side. Typing in the county name will not provide accurate search results.
- If you are looking for a **particular well and know the API#**, just enter the API#. Suffixes (A, B, C) are not used.
- **To search by well name** choose the appropriate index and enter the information. When searching by well name it is often useful to also designate the county, if known. You can conduct the search by entering a partial well name and using the **wild card, %**.
- To search for **permits-to-drill, spud reports, completion reports, first production date, or plugging date** choose the appropriate index and enter a date range for the search in the format shown above. A four-digit year must be provided. The search may not result in accurate or complete data for dates prior to 1987.

Note: Any combination of these search criteria can be used but, remember, providing too much information will not provide good results.

Exercise: Find all approved **completion reports** submitted by Chesapeake Operating, Inc. for wells completed since January 1, 2006 in Beckham County, Oklahoma.

- Choose the company name from the drop down menu or use the **"find"** feature with the **wild card, %**. You cannot type the company name in the **"Operator Name"** field.
- Choose **Beckham County** in the **"Location"** box, or **"Select API County"** from the drop down menu or type in the county code in the **"API Number"** box. Do not type in the county name - doing so will not provide accurate search results. If you know the **county code** you can type it in the **"API County"** field in the **"API Number"** box on the upper right hand Side.
- Choose **"Completion Date"** in the **"Date Range"** box and enter a **beginning date** of January 1, 2006 and an **ending date** of today's date using the format given in the example on the screen. You must enter a **four-digit year**.
- Click **"Search Now."**

Completion report search criteria by operator, county, and date.

The **"Results"** screen indicates 39* records were found, but only twelve wells can be displayed on the page. **"Page Down"** and **"Page Up"**, or use the scroll bar to navigate through the well list. The number of records displayed will change as additional records are entered.

Search results can be sorted by **API #**, **operator #**, **well name**, or **legal description** by clicking on the **AZ**↓↑ sorting buttons above the appropriate column.

*At the time the manual was created. This number will change depending upon the dates entered into the query fields.

Record Count = 39

Doc	Log	Save	API #	Operator #	Well Name	Well #	Class	OG	UIC	ITD	Sec	Twp	Rng	M	Section Calls
009	20603	17441	0	SUTTON	1-9SW	SWD	AC	AC			09	10N	26W	IM	
009	20871	17441	0	KNOOP	1-12	SWD	AC	AC			12	10N	25W	IM	NW NW SE NW
009	21304	17441	0	PICKERING	1-18	GAS	AC				18	10N	25W	IM	S2 N2 S2 SE
009	21362	17441	0	CLARENCE	1-28	GAS	AC				28	11N	26W	IM	N2 N2 S2 NE
009	21409	17441	0	MERIT	1-5	GAS	AC				05	10N	26W	IM	W2 SE NW NW
009	21488	17441	0	WIRELESS	1-8	GAS	AC				08	10N	26W	IM	
009	21502	17441	0	DAUGHERTY	1-8	DRY	AC				08	09N	21W	IM	S2 S2 N2 SW
009	21503	17441	0	ADELAIDE	1-4	GAS	AC				04	10N	26W	IM	
009	21507	17441	0	GAIL SUTTON	1-9	GAS	AC				09	10N	26W	IM	NE NE SW SW
009	21525	17441	0	FLOWERS TRUST	1-35	GAS	AC				35	11N	26W	IM	
009	21527	17441	0	MCLAURY	1-13	GAS	AC				13	10N	25W	IM	S2 S2 S2 NE
009	21528	17441	0	GRANNY D	1-3	GAS	AC				03	10N	26W	IM	

FRM-40355: Query will retrieve 39 records.
Record: 1/39

Completion report results displayed.

Exercise: Find all **Permits-to Drill** issued to Chesapeake in Beckham County since January 1, 2006.

- Click **"Search"** on the upper left side of the screen to return to the query screen.
- Change the **"Completion date"** option to **"Permits-to-drill"** in the **"Date Range"** box.
- Click **"Search Now."**

Oklahoma Corporation Commission

Window

Well Query

WELL SEARCH BASIC PREV. OPER. PERMITS COMPLETIONS PRODUCTION PLUGGING ? EXIT WELL SEARCH

SEARCH RESULTS

Record Count = 44

View	Save	Record	API #	Operator #	Well Name	Well #	Class	OG	UIC	ITD	Sec	Twp	Rng	M	Section	Calls
Doc	Log	Save	009	20780	17441	0	RODKEY	8-1	GAS	AC	P	08	10N	23W	IM	S2 NW
Doc	Log	Save	009	20859	17441	0	BARTER ISLAND A	1-23	GAS	AC	P	23	10N	26W	IM	N2 S2 SE
Doc	Log	Save	009	21022	17441	0	MINNIE MARIE	1-6	OIL	AC	E	06	09N	22W	IM	E2 W2 NE SW
Doc	Log	Save	009	21087	17441	0	GLADYS	1-30	GAS	AC	P	30	12N	22W	IM	NW SE SE
Doc	Log	Save	009	21285	17441	0	G & G FARMS	1-17	GAS	AC	E	17	10N	24W	IM	SW
Doc	Log	Save	009	21304	17441	0	PICKERING	1-18	GAS	AC		18	10N	25W	IM	S2 N2 S2 SE
Doc	Log	Save	009	21362	17441	0	CLARENCE	1-28	GAS	AC		28	11N	26W	IM	N2 N2 S2 NE
Doc	Log	Save	009	21411	17441	0	LONSDALE	1-6	GAS	AC	E	06	10N	26W	IM	E2 SW NE NE
Doc	Log	Save	009	21413	17441	0	JOHN G	1-11	GAS	AC	P	11	10N	26W	IM	NW
Doc	Log	Save	009	21474	17441	0	STEVE	1-21	GAS	AC	E	21	11N	26W	IM	E2 W2 SW
Doc	Log	Save	009	21488	17441	0	WIRELESS	1-8	GAS	AC		08	10N	26W	IM	NE SW
Doc	Log	Save	009	21503	17441	0	ADELAIDE	1-4	GAS	AC		04	10N	26W	IM	NW NW

Save Queried Data [?]

View All Basic Info

View All ITDs

View All Production

View All Operators

Operator Browse

Exempt Until Date

Lease Number

Search by Well Information

Cancel Search

FRM-40355: Query will retrieve 44 records.

Record: 1/44 ... List of Valu...

Permits to drill results displayed.

This search resulted in 44 records (at the time this manual was created in July 2007). By paging or scrolling up and down you can see a representation of wells in various "life stages" under the "OG" column i.e. **AC** (active - completed and probably producing), **SP** (spudded but a completion report has not yet been received or approved), and **ND** (permitted but a spud report has not yet been received). The **OG** code **PA**, not seen here, designates a well that has been plugged and abandoned. Wells completed or plugged prior to 1987 with an **OG** code of **AC** or **UN** (unknown) may actually be producing, plugged, or shut-in and may require additional research to determine the well status. **P** in the **ITD (Intent-to-Drill)** column indicates a **permit-to-drill** has been approved but commencement of drilling operations is **pending**.

Well classification codes include **GAS**, **OIL**, **INJ** (injection), and **SWD** (saltwater disposal).

Note: To conduct a new search, click "Search" in the upper left hand corner of the screen to return to the screen where you entered your search criteria. Click

"Clear All" to remove the previous query and start over. A new search can be achieved by clicking **"Search by Well Information"** on the results screen, entering your search criteria, then clicking **"Run Search"**, however, the search is less likely to be successful than if new search criteria are entered on the **"Search"** screen, and may lock up your computer.

Once you have conducted your initial query, you can get detailed information about a particular well by clicking on the well you are interested in so the line turns blue, then navigating the buttons on the **grey tool bar** at the top of the screen. These include:

- **Basic** - contains basic information about the well such as location, operator name, well name, etc. From the **"Basic"** screen you can click on the yellow tab labeled **"Current Operator Information"** to find the well operator's name, address, telephone number, and surety status.
- **Prev. Op.** - provides a chronological listing of previous operators of the selected well with operator name, number, address, telephone number, surety status, and the date OCC records were amended to name them as operator
- **Permits** - reveals yellow tabs that can be navigated to obtain **permit-to-drill (OCC Form 1000)** information.
 - Basic - includes basic information including well name, operator, name, well location, total depth, etc.
 - Orders - lists order type (spacing, increased density, location exception) and order numbers from permit-to-drill.
 - Address - names and addresses of the well operator and surface owner.
 - Target Formations - the name and depth of each permitted formation.
 - Pits/Mud - mud and pit type from the permit-to-drill.
 - Mud Disposal - mud disposal site and method.
 - Bottom Holes - if a well is directionally or horizontally drilled, the bottom hole location (BHL) or terminus must be reported.
- **Completions** - reveals yellow tabs that can be navigated to obtain information from the **well completion report (OCC Form 1002A)**.

- Basic - basic information including operator, well name, well location, total depth.
 - Orders - order type and number for orders pertaining to the well (spacing, location exception, increased density, commingling, etc.).
 - Plugs/Packers - plug type and depth.
 - Producing Formations - formation name, classification, test date, test volumes, spacing order numbers, perfs, and spacing unit.
 - Logs/Surveys - log type run and whether it was received by the Commission.
 - Formations - drilling formation record - name and depth.
 - Casing/Cement - size and type of casing set; amount of cement used.
 - Bottom Holes - bottom hole location (BHL) for directionally and horizontally drilled wells must be designated.
- **Production** - Monthly gas volumes are displayed if the well is classified as a gas well. Oil volumes are not posted on this site and gas produced from an oil well is not posted. The producing formation and reporting entity are also named on this screen. In some cases, monthly gas volumes are available back to 1982.

Note: If gas volumes do not appear for a well you believe to be producing, scroll to the top of the screen and "**Select Allowable Unit**" if this option is available to reveal volumes under a different allowable number.

- **Plugging** - reveals yellow tabs that can be navigated to obtain information from the well **plugging report (OCC Form 1003)**.
- Basic - provides information including plugger name, OCC field inspector who witnessed the plugging, well name, legal location, etc.
 - Plugs - plug type, size, number of sacks of cement used.
 - Perfs - top and bottom perfs.
 - Casing Pulled - type, size, and amount of casing pulled.
-  - Click here for help with the database.

Exercise: Click the **AZ↓** button above the “well name” column to sort the wells **alphabetically**. Choose Clarence #1-28 by clicking anywhere on the line so it turns blue. Find the well **operator's name and address**.

Click “**Basic**”, then “**Current Operator Information.**”

The screenshot shows a web browser window titled "Oklahoma Corporation Commission" with a sub-window "Well Basic". The "Current Operator Information" tab is active. The form contains the following data:

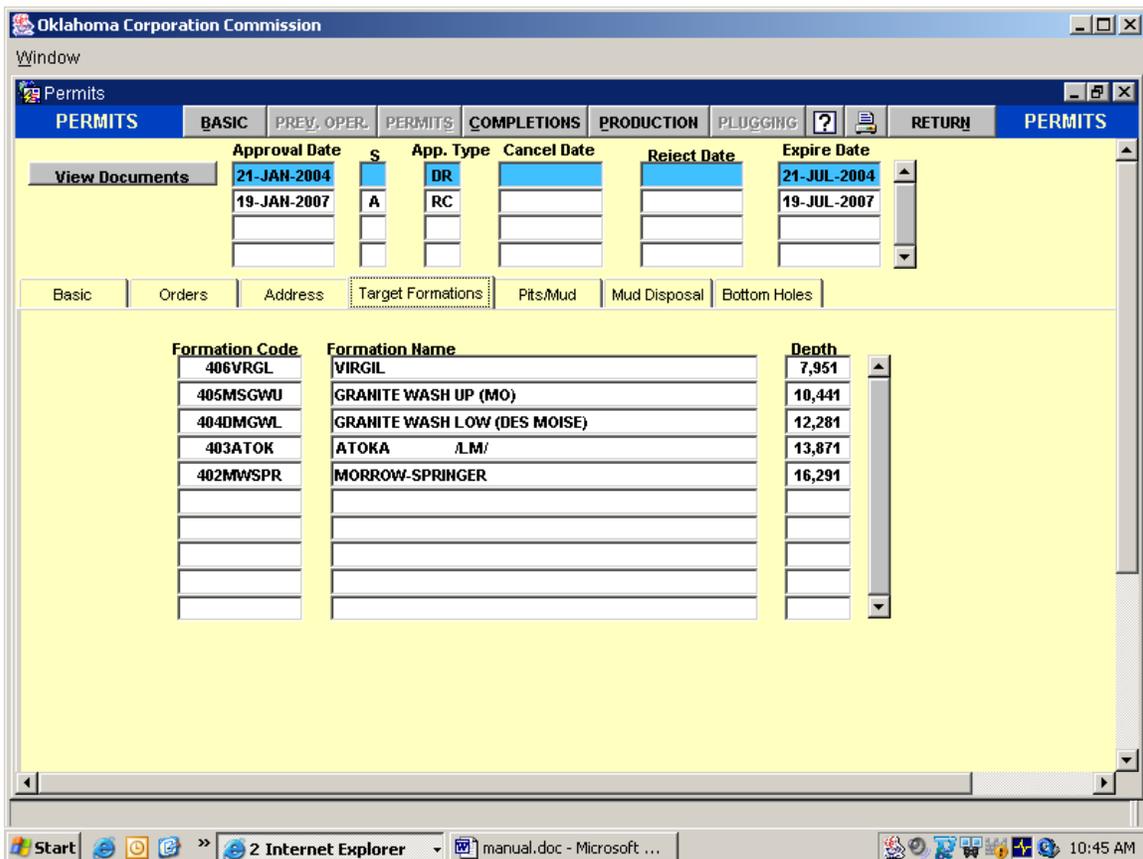
Operator Name CHESAPEAKE OPERATING INC	Number 17441 0	Operator Y
Attn. PAUL HAGEMEISER	<input checked="" type="radio"/> ACTIVE OPERATOR <input type="radio"/> OUT OF BUSINESS	Purchaser N
Street 	Surety Type BND	Amount of Surety 25,000
P.O. Box 18496	Phone (405) 848-8000	Agree to Plug 08-JUN-1989
City OKLAHOMA CITY	State OK	Zip Code 73154 - 0496
Date Surety Filed 02-MAY-1997	Comment 	Surety Expiration Date

Operator information displayed.

Note: If “**Out of Business**” is marked, the company’s **Surety has expired** or they are out of compliance with **OCC Surety Requirements**.

Exercise: Identify the **target formations** on the original **permit to drill** and on the application to **recomplete**.

- Click **"Return"**, then **"Permits"** or simply, click **"Permits"**. Highlight the original **permit-to-drill (DR)** by clicking on the approval date on the top line, then click the yellow tab labeled **"Target Formations"**.
- Highlight the application to **recomplete (RC)** Clarence #1-28 by clicking on the approval date on the second line, then click **"Target Formations."**



Target formations from original permit-to-drill for Clarence #1-28 displayed.

Exercise: What were the original spud and completion dates, and the total depth (TD) of Clarence #1-28? What formation(s) was the Clarence #1-28 originally completed in and what is the formation(s) on the Form 1002A for the recompletion? Which formation showed the greatest potential for production based upon the initial well test data designated on the 1002As? What is the spacing? Is the spacing the same on both reports?

- Click “**Completions**” on the tool bar to reveal basic completion information including spud date, completion date, date of first production, total depth, well location, operator, etc.
- Choose the “**Producing Formations**” tab to display the formations, spacing, and test data for the original completion.
- Highlight the second line to display information from the **recompletion record**.

Comp. Date	S	Type	Class	Comp. Type	Spud Date	Drill End Date	First Prod Date
03-APR-2005	S	ORG	GAS	S	17-APR-2004	04-FEB-2005	01-MAR-2005
20-MAR-2007	A	AME	GAS	S	17-APR-2004	04-FEB-2005	01-MAR-2005

Basic completion information for Clarence #1-28:

- API Number: 009 21362
- Operator Name: CHESAPEAKE OPERATING INC
- Well Name: CLARENCE
- Well No.: 1-28
- Number: 17441
- Depth: 20,850
- Spud Date: 17-APR-2004
- Drill End Date: 04-FEB-2005
- First Prod Date: 01-MAR-2005
- Legal Location: 28 11N 26W IM N2 N2 S2 NE
- Surface Footages: 1640 N 1320 E
- CO2 Encountered: []
- H2S Encountered: []
- Multiple Zone: [N]
- App'l Rcvd: [N]
- Incr Density: [N]
- Location Exception: [N]
- Approved Date: []
- Elevation: 2091
- Bond Log Required(Y/N): [N]
- Approved(Y/N): []
- Confidential Logs Extension(Y/N): [Y]
- Reject Date: []
- User Modified: G90
- Bond Log Received Date: []
- Confidential Logs Expiration: []
- Were Electric Logs Run? [Y]
- Date Modified (Y/M): 29-AUG-2006
- Run Date: 23-JAN-2005
- Received Date: []
- Service Company: HALLIBURTON COMPANY

Basic completion information from the original 1002A for Clarence #1-28 displayed.

Oklahoma Corporation Commission

Window

Completions

COMPLETIONS BASIC PREV. OPER. PERMITS COMPLETIONS PRODUCTION PLUGGING ? RETURN COMPLETIONS

View Documents

Comp. Date	S	Type	Class	Comp. Type	Soud Date	Drill End Date	First Prod Date
03-APR-2005		ORG	GAS	S	17-APR-2004	04-FEB-2005	01-MAR-2005
20-MAR-2007	A	AME	GAS	S	17-APR-2004	04-FEB-2005	01-MAR-2005

Basic Orders Plugs/Packers Prod. Forms Logs/Survs. Formations Csg/Cement Bottom Holes

Formation

Code	Formation Name	Class	Test Date	Oil Bbl Day	Gas Mcf Day
402MWSPR	MORROW-SPRINGER	GAS	03-APR-2005		2062

Perf Top	Perf Bottom	Spacing Order	Spacing Size
19516	19522	157235	640

Record: 1/2

Producing formation with spacing and test data from original completion report.

Oklahoma Corporation Commission

Window

Completions

COMPLETIONS BASIC PREV. OPER. PERMITS COMPLETIONS PRODUCTION PLUGGING ? RETURN COMPLETIONS

View Documents

Comp. Date	S	Type	Class	Comp. Type	Soud Date	Drill End Date	First Prod Date
03-APR-2005		ORG	GAS	S	17-APR-2004	04-FEB-2005	01-MAR-2005
20-MAR-2007	A	AME	GAS	S	17-APR-2004	04-FEB-2005	01-MAR-2005

Basic Orders Plugs/Packers Prod. Forms Logs/Survs. Formations Csg/Cement Bottom Holes

Formation

Code	Formation Name	Class	Test Date	Oil Bbl Day	Gas Mcf Day
403ATOK	ATOKA /LM/	GAS	20-MAR-2007		2933
402MWSPR	MORROW-SPRINGER	GAS			

Perf Top	Perf Bottom	Spacing Order	Spacing Size
15020	16130	157235	640
17130	19522	157235	640

Record: 2/2

Producing formation, spacing, and test data from recompletion report.

Exercise: What is the most recent month of **production** posted for the Clarence #1-28 and who reported it? What was the volume for the first month of production?

Click **"Production"** on the tool bar to reveal the current year's monthly gas volumes, the reporting party, and the producing formation.

Use the **"Select Year"** drop down menu box to obtain production information for a previous year.

Hint: Use the scroll bar on the right side of the screen to scroll down and reveal additional months' volumes. Also, remember the previous hint about using the **"Select the Allowable Unit"** scroll bar at the top of the screen if necessary.

The screenshot displays the Oklahoma Corporation Commission Production database interface. The 'Annual Totals' section shows a 'Select Year' dropdown menu set to 2007, which is circled in red. Below it, a table shows production data for 2007, with gas volume of 151,368 reported by Chesapeake Operating Inc. The 'Monthly Totals' section shows a table with columns for Month, Oil Volume, Gas Volume, and For all Reporters.

Month	Oil Volume	Gas Volume	Oil Volume	Gas Volume
JAN		13,620		13,620
FEB		56,330		56,330
MAR		81,418		81,418

Monthly gas production volumes displayed with producing formation and reporting company.

Imaged well records and logs are also available on the **"Well Browse"** database. All OCC well records that are in our files have been imaged. Most are available through this site and the remaining ones can be found on our **"Document Image Access"** database. **Logs** are imaged back to October 2002, however, and can be found here or in **"Document Image Access"**. Some older logs are also available. At this time there are no plans to image historical well logs.

Exercise: Retrieve a copy of a "Well Log" for Clarence #1-28.

Logs are retrieved in the same manner as well records, except, click on the "Log" button instead of the "Doc" button.

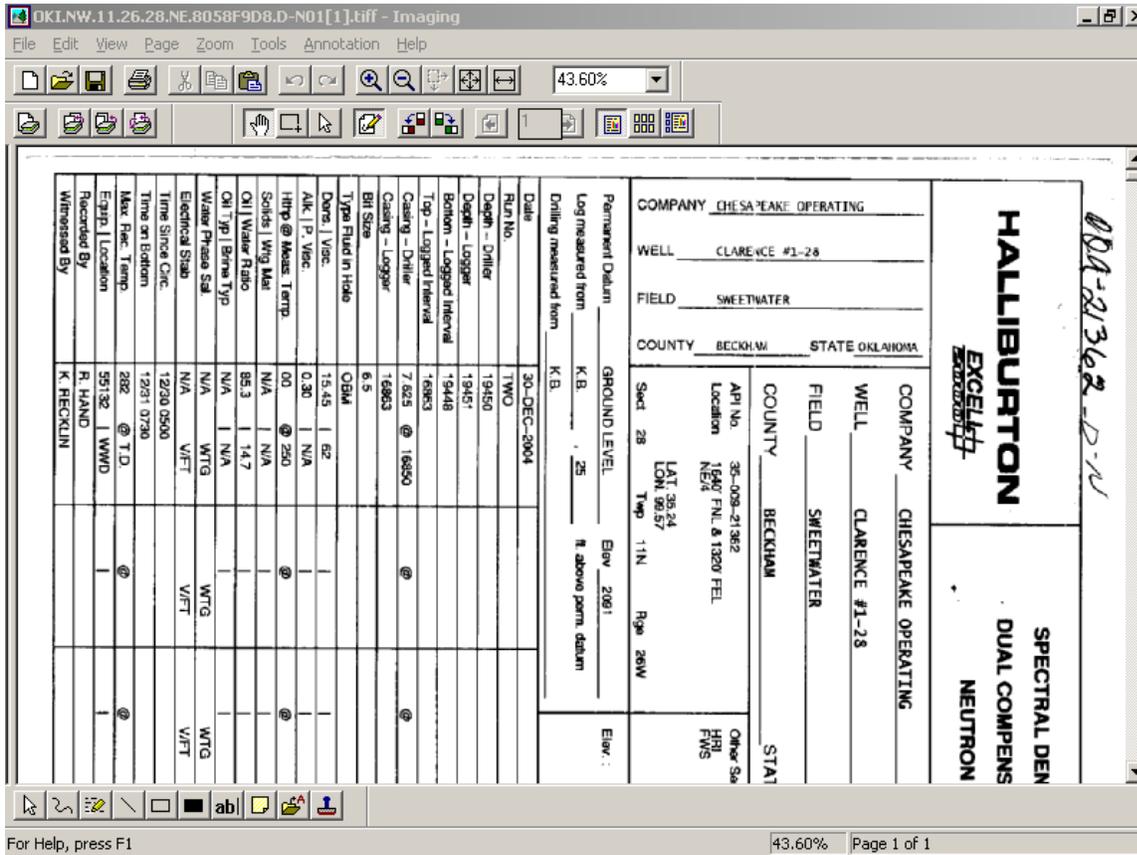


Image of well log header.

Hint: Often, the screen will look like the image is not there. It is, you just need to use your scroll bar on the right side of the screen to get to the image, and your magnifier to enlarge the image.

Exercise: Create an Excel spreadsheet showing the completion information for Clarence #1-28.

By clicking "Save" on the left side of the highlighted line, you can view an Excel spreadsheet showing well completion information for that particular well.

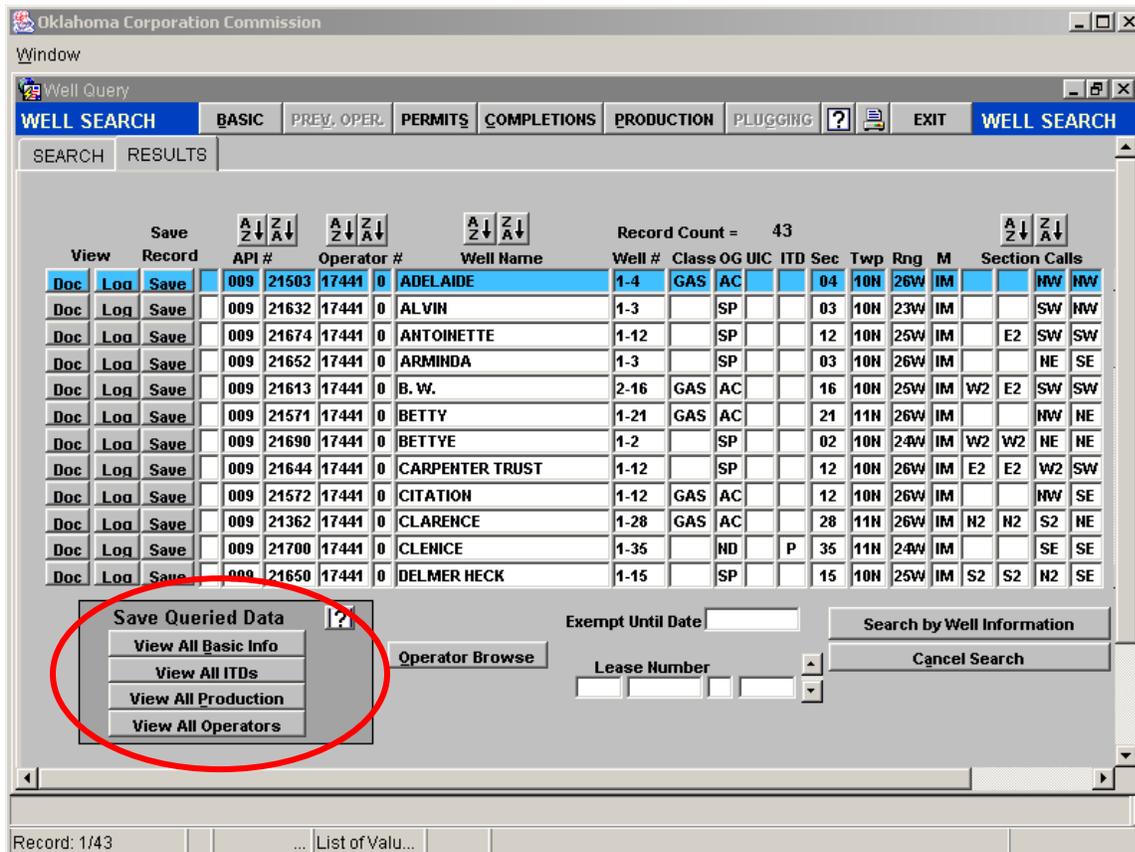
The screenshot shows a Microsoft Internet Explorer browser window displaying a CSV file from the URL <http://occoapp1.occeweb.com/occogtmp/REC824203.csv>. The browser's address bar shows the file path. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	API_COU	API_NUME	API_SUFF	WELL_NA	WELL_NU	STATUS	OPER_NC	OPER_SU	OPERATC	OPER_EF	COMPLET	WELL_C
2	009	021362		CLARENC	1-28	AC	017441	0	CHESAPE	4/17/2004	S	GAS
3	009	021362	A	CLARENC	1-28	AC	017441	0	CHESAPE	4/17/2004	S	GAS
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

Excel spreadsheet showing well completion information.

Spreadsheets containing information for all wells in your query results can be created for "Basic Information", "ITDs", "Production", and "Operators". Click the appropriate request in the "Save Queried Data" box in the lower left-hand corner of the search results screen to create the desired spreadsheet.

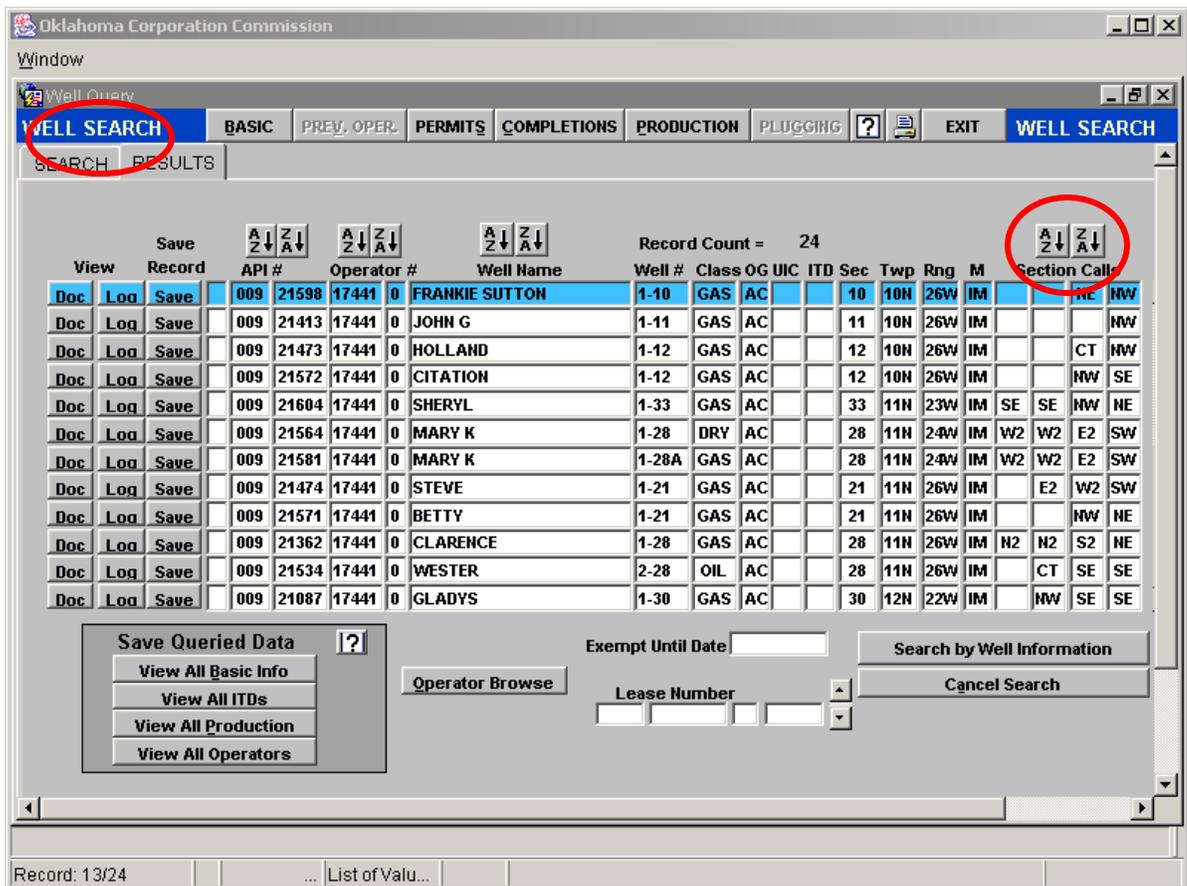
Hint: To create this type of spreadsheet for just one well, pull up the well by API Number rather than legal description so it will be the only well in your search results.



Click "Save Queried Data" box to create spreadsheets.

Exercise: Search by legal description. Were any other wells drilled in the same section as Clarence - 28-11N-26W?

There are **two ways** to conduct this inquiry. You could simply **sort search results** from the previous query for **permits-to-drill** to see if there are any other wells in this section, however, we conducted that search in our exercises with specific date parameters so only wells that fall within those parameters will appear.



Search results sorted by legal description.

A permit to recomplate the Wester #2-28 was approved after January 1, 2006 but the well was originally permitted in October 2005.

To enter a query by **legal description** click "**Search**" in the upper left-hand corner of the screen to return to the search screen. Click "**Clear All.**" At the bottom of the screen, **enter only the legal description - section, township,**

and range. It is not necessary to choose a meridian for ranges that are WIM. Click "Search Now."

Record Count =

Well Name (Leave Well Number Blank Unless Known)

Well Name **Well Number**

Well Name Exact Match Example: ART Returns ART only.
 Well Name Begins With Example: ART Returns ARTIST, ARTIC etc.
 Well Name Ends With Example: ART Returns CART, HEART etc.
 Well Name Includes Example: ART Returns CARTON, HEARTY etc.

API Number

API County **API Number**

Well Operator

Operator Name **Operator #**

Push Select Operator Button to Choose Operator

Date Range **Month/Day/Year**

Permit To Drill **Begin Date**
 Spud Date Example - 1/1/2004
 Completion Date **End Date**
 First Production Date
 Plugging Date Example - 6/30/2004

Location

COUNTY **Section** **Township** **Range** **Quarter**

Indian Meridian (Leave Quarter Blank Unless Known)
 Cimarron Meridian
 Not Used

Record: 1/1 ... List of Valu...

Search by legal description.

Oklahoma Corporation Commission

Window

Well Query

WELL SEARCH BASIC PREV. OPER. PERMITS COMPLETIONS PRODUCTION PLUGGING ? [Print] EXIT WELL SEARCH

SEARCH RESULTS

Record Count = 3

View	Record	Save	API #	Operator #	Well Name	Well #	Class	OG	UIC	ITD	Sec	Twp	Rng	M	Section	Calls
Doc	Log	Save	009	21362	17441	0	CLARENCE	1-28	GAS	AC		28	11N	26W	IM	N2 N2 S2 NE
Doc	Log	Save	009	21479	17441	0	WESTER	1-28	GAS	AC		28	11N	26W	IM	SE SW
Doc	Log	Save	009	21534	17441	0	WESTER	2-28	GAS	AC		28	11N	26W	IM	SE SE
Doc	Log	Save														
Doc	Log	Save														
Doc	Log	Save														
Doc	Log	Save														
Doc	Log	Save														
Doc	Log	Save														
Doc	Log	Save														
Doc	Log	Save														

Save Queried Data [?]

View All Basic Info

View All ITDs

View All Production

View All Operators

Operator Browse

Exempt Until Date

Search by Well Information

Cancel Search

Lease Number

FRM-40355: Query will retrieve 3 records.

Record: 1/3

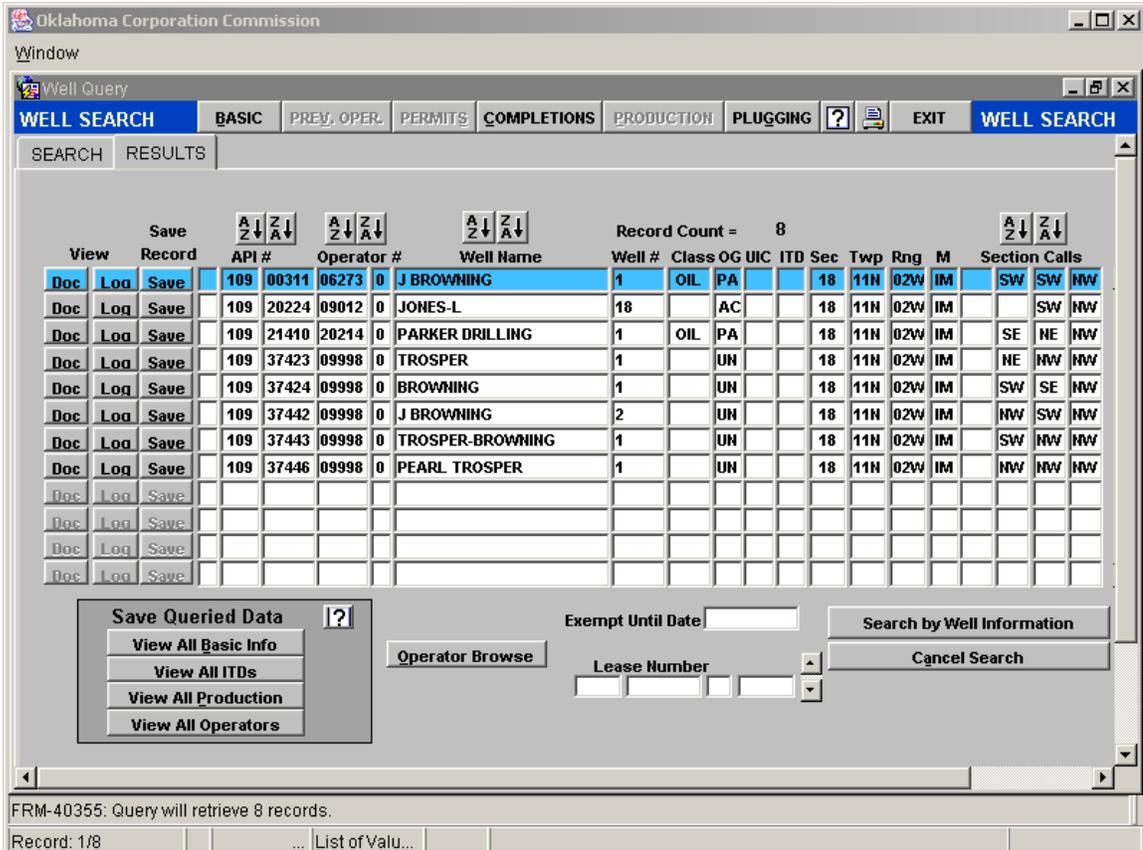
Legal description search results.

Two wells other than Clarence #1-28 have been drilled in Section 28-11N-26W.

Unfortunately, not all records are as easy to find as those in the previous examples. Imaged records for wells completed and/or plugged prior to 1987 may not be indexed by API # and will not be associated with the search results in Well Browse."

Exercise: Find copies of the well **Completion and Plugging Reports** for Pearl Trospen #1 in the NW/4 NW/4 NW/4 Section 18-11N-2W, Oklahoma County.

Return to the "Well Browse" search screen, click "Clear All", and enter the legal description. Because there are so many wells in Section 18-11N-2W, and it's unlikely that the spacing is greater than 160-acres, **enter the quarter section in addition to the section, township, and range.**



"Well Browse" search results for Pearl Trosper #1.

Pearl Trosper #1 is the last well on the list.

Note: The operator number is 09998 and the OG Code is "UN". This is an indication that the well is old and will usually, but not always, be plugged. Operator number 09998 is a dummy operator number that is used when the database does not know who the well operator is.

Click "Doc" to the left of Pearl Trosper #1 to view the well records. Scroll down to reveal that this search provides no results. This is because many of the old records do not have API numbers written on them so when they were imaged they were not indexed by API number. For this reason, it is best to search by legal description, not by API number when searching for records submitted before 1987 in the "Document Image Access" database.

To obtain copies of the records for Pearl Trosper #1, delete the API number from the search criteria portion of the screen and enter the legal description instead. You notice that many old wells are also not indexed by well name but are indexed by quarter section and record date. Rather than view

every record, you can identify the correct ones by matching the quarter sections and record date to the information available in well browse.

Now, find the completion and plugging records for Pearl Trosper #1.

Hint: the well was located in the NW NW NW and the original completion date was October 1930.

Note: The **well completion date** is usually available under the “**Completions**” tab, even for old wells.

To search for a well by well name, enter all or part of the well name followed by the **wild card, %**, in the **"Well Name"** field. If you know the county in which the well is located, choose the county in the **"Location"** or **"API Number"** box. If the well is **#3-25**, for example, you can try narrowing the search by **entering "25"** in the **"Section"** field. Remember, providing too much information may not result in a successful search.

Exercise: Where is Chesapeake's Buffalo Creek #1-17 located?

On the search screen, type "Buffalo" followed by the **wild card, %**, in the **"Well Name"** box. Choose **"Well Name Begins With"** or **"Well Name Includes"**. Click **"Search Now"**.

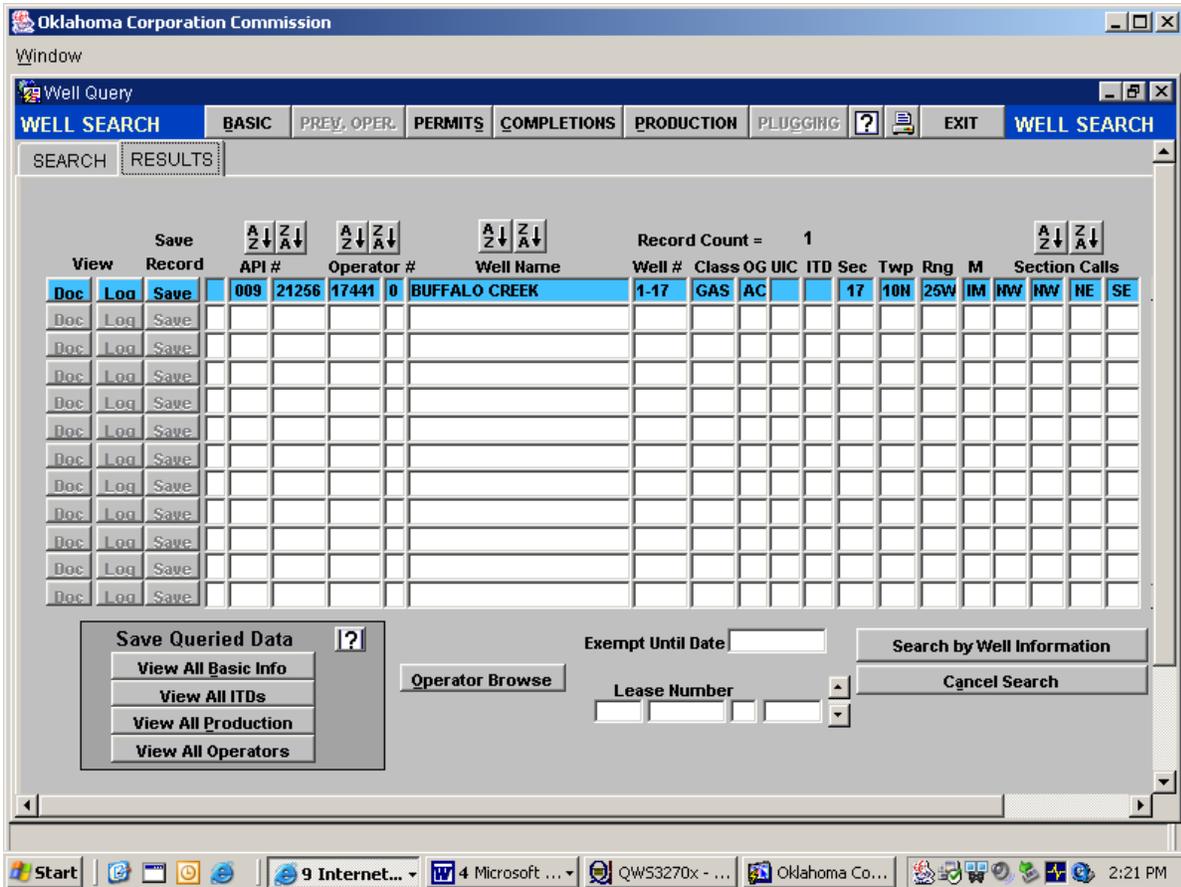
The screenshot shows the 'Well Query' application window with the 'WELL SEARCH' tab selected. The search criteria are set to 'Well Name Begins With' and the search term is 'Buffalo%'. The results table displays 74 records, with the first 15 rows visible. The status bar at the bottom indicates 'FRM-40355: Query will retrieve 74 records.'

Doc	Log	Save	API #	Operator #	Well Name	Well #	Class	OG	UIC	ITD	Sec	Twp	Rng	M	Section	Calls
			007	20201	18105	0	BUFFALO	1		AC		11	05N	22E	CM	SW
			007	23669	16404	0	BUFFALO	1	DRY	PA		25	06N	22E	CM	S2 NE
			007	23701	05064	0	BUFFALOW	1	GAS	UN	E	01	05N	22E	CM	S2 S2 NE SW
			007	35485	09998	0	P P BUFFALOW	1	GAS	PA		11	05N	22E	CM	NW NW SE
			007	35942	01079	0	WAYNE BUFFALOW	1		AC		04	05N	23E	CM	NW SE
			007	36355	09998	0	BUFFALOW	1	DRY	PA		14	06N	22E	CM	SW NE
			009	20208	00763	0	13 BUFFALO UNIT #1	1		AC		06	09N	26W	IM	S2 N2 S2 NE
			009	21256	17441	0	BUFFALO CREEK	1-17	GAS	AC		17	10N	25W	IM	NW NW NE SE
			015	20760	00997	0	WHITE BUFFALO	1	DRY	PA		10	07N	13W	IM	SW
			053	20125	06232	0	BUFFALO	1	DRY	PA		24	26N	07W	IM	SE SE
			059	20447	06232	0	BUFFALO TOWNSITE	1	DRY	PA		12	27N	23W	IM	NW SW
			059	20693	06081	0	BUFFALO	16-62	GAS	PA		02	27N	23W	IM	NE

Search results for Buffalo%

Note: The above results were retrieved by choosing **"Is In"** rather than **"Begins With"**. If **"Begins With"** had been chosen, only the well names beginning with "Buffalo" would have come up. Unless you know exactly how the well name was

entered on the database do not try to find your well using "Well Name Exact Match". Narrow the results by returning to the search screen and entering "17" in the "Section" field in the "Location " box.



Results of search by well name for Buffalo Creek #1-17.

NOTES

OPERATOR BROWSE

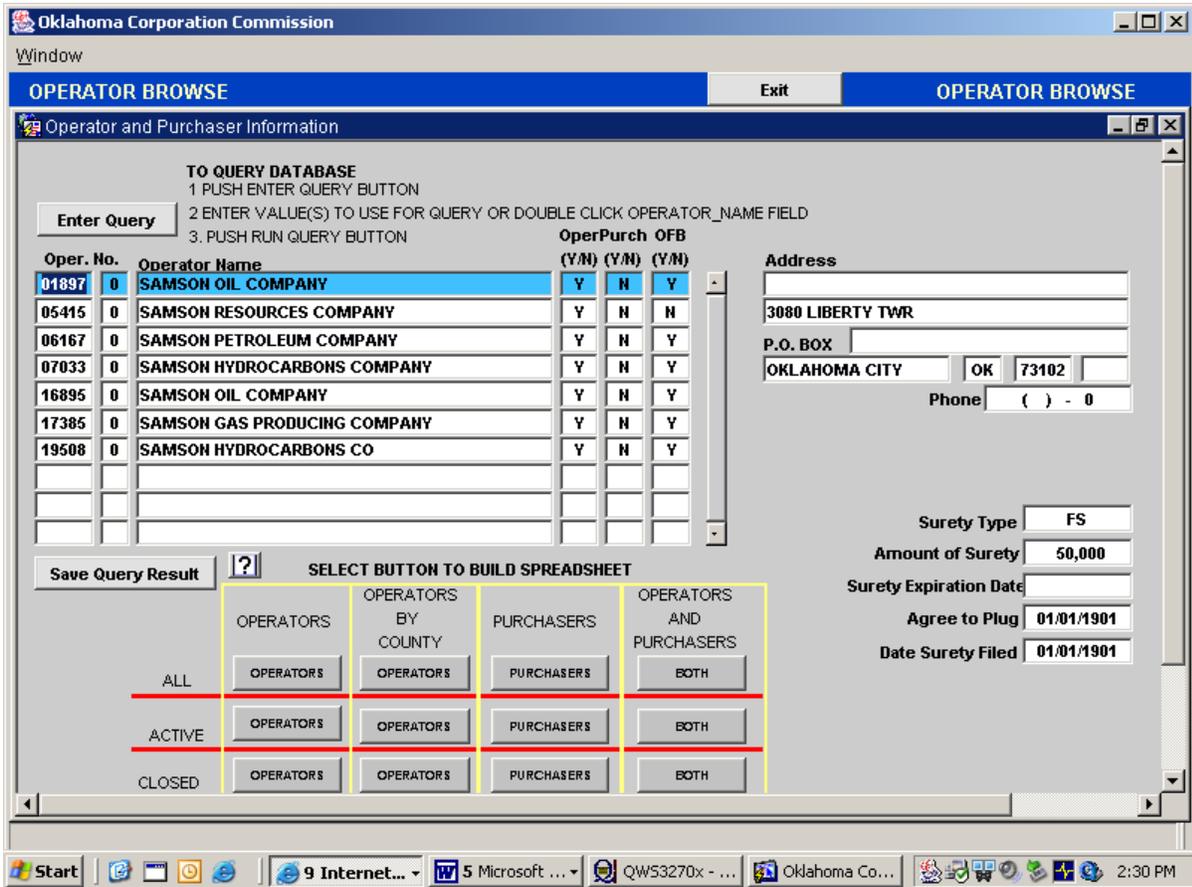
Operator information including company name, operator number, address, telephone number, and surety status can be accessed through the **"Search Results"** screen in the **"Well Browse"** database or through the **"Operator Browse"** database. The information provided will be the same data available under **"Basic"** for a particular well. **The database includes both current and non-current operators as well as current and non-current oil and gas purchaser information provided by the Oklahoma Tax Commission.**

To look up an operator from the **"Well Browse Search Results"** screen, click **"Operator Browse"** in the lower center of the screen. You can search by operator number but it is unlikely you will know it so most searches will be conducted by operator name. The **wild card is "%" which can be placed before and/or after the name entry.**

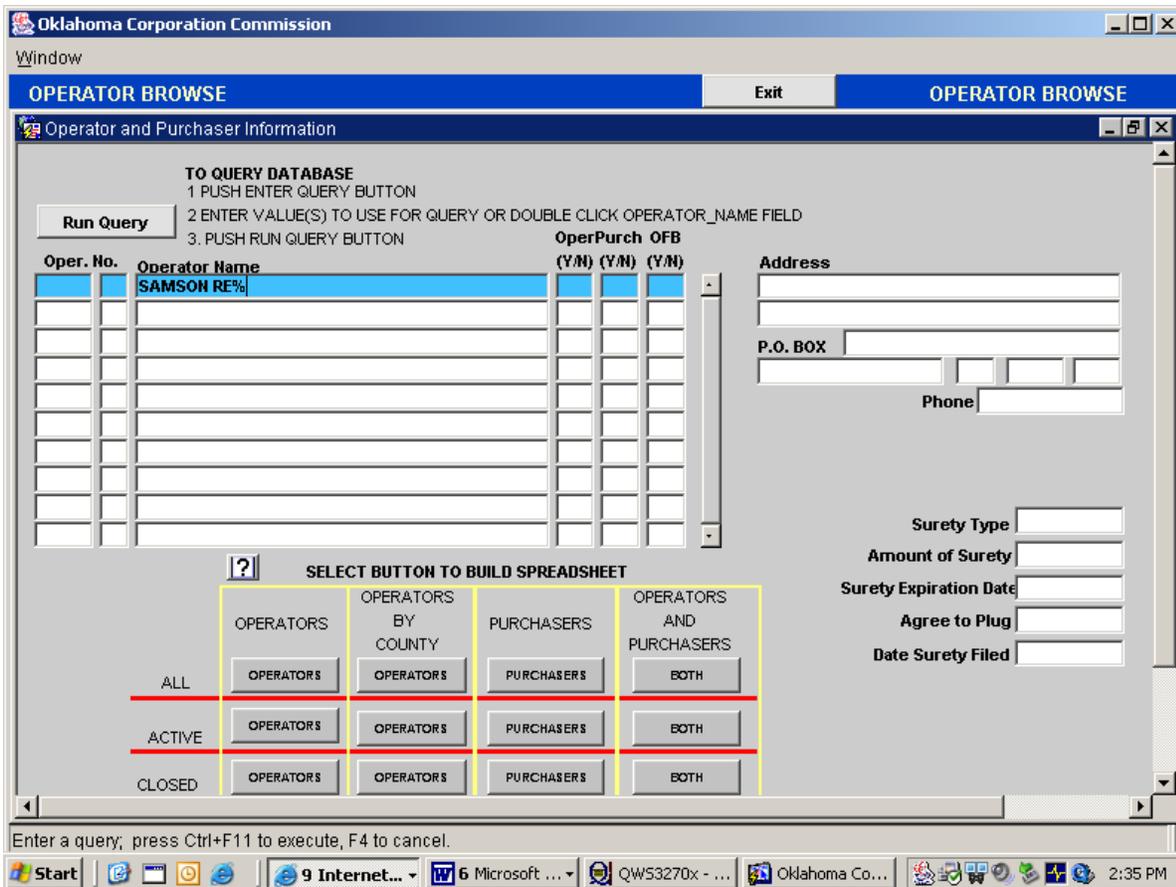
Note: As with the **"Well Browse"** query screen, entering too much information in the query form will not provide good search results but not providing enough can result in too broad results.

Exercise: Find the address and telephone number for Samson Resources Company.

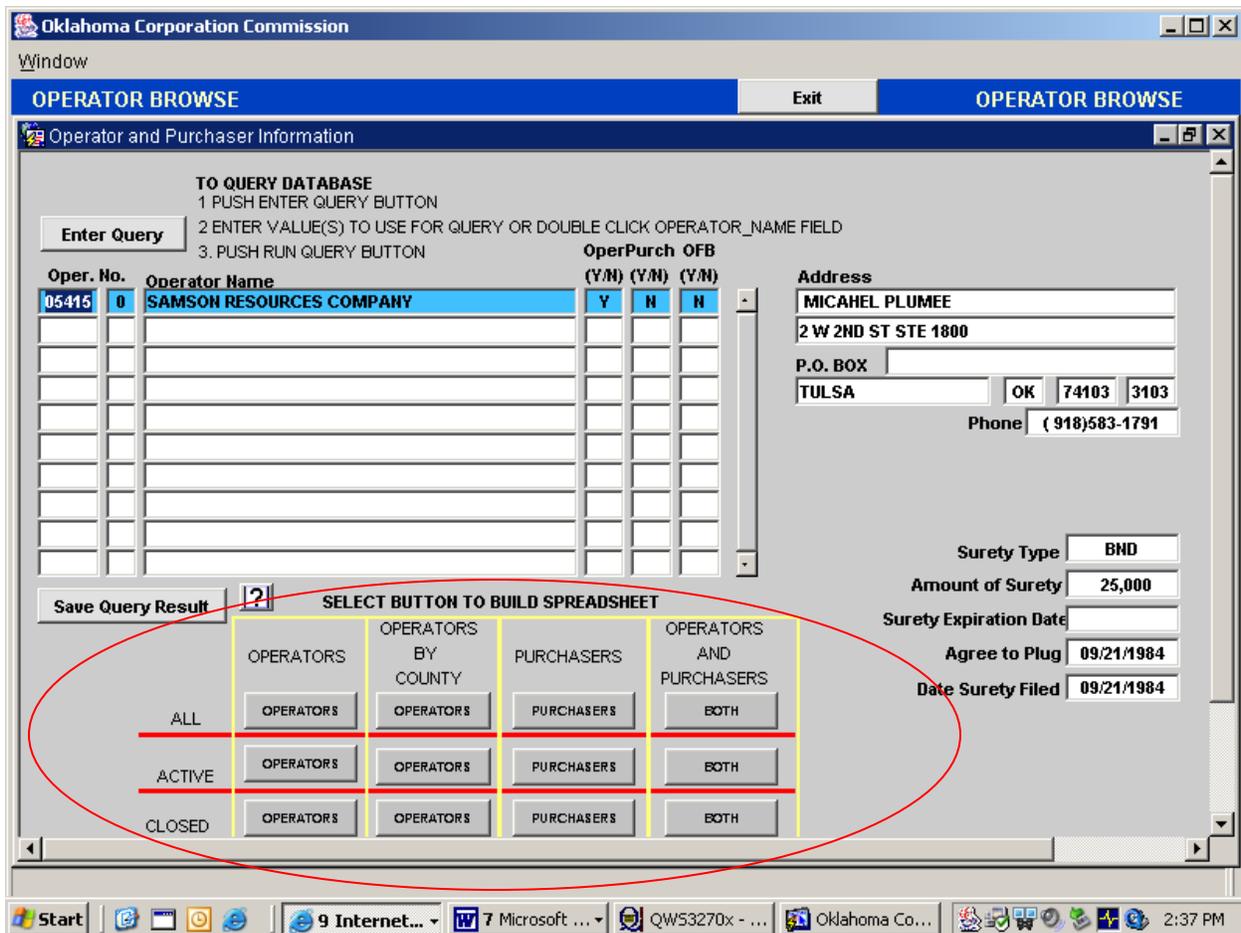
Click "Enter Query" to get started. Move the cursor to the "Name" field and type **Samson%**. Click "Run Query". This search contains several invalid results. Amend the search by clicking "Enter Query" again and provide a little more information by typing **Samson Re%**, then click "Run Query". The appropriate company name, address, and telephone number is located.



Search results for **Samson %**.



Hint: The wild card, %, can be used before the name, after the name, or both to conduct a different search.



Various **spreadsheets** can also be created from this database by choosing the appropriate criteria for your search, however, **all pop-up blockers must be disabled** for it to work.

Exercise: Create a **spreadsheet** showing all current oil and gas well operators in Beckham County.

Easy, on the **search matrix** (refer to screenprint above), click on the box that corresponds with "**Operators by County**" on the X-axis and "**Active**" on the Y-axis. When the county menu pops up, double click on Beckham County and you will get a spreadsheet, sorted by operator number, of all active operators in Beckham County.

NOTES

CASE PROCESSING

ACCESSING THE DATABASE:

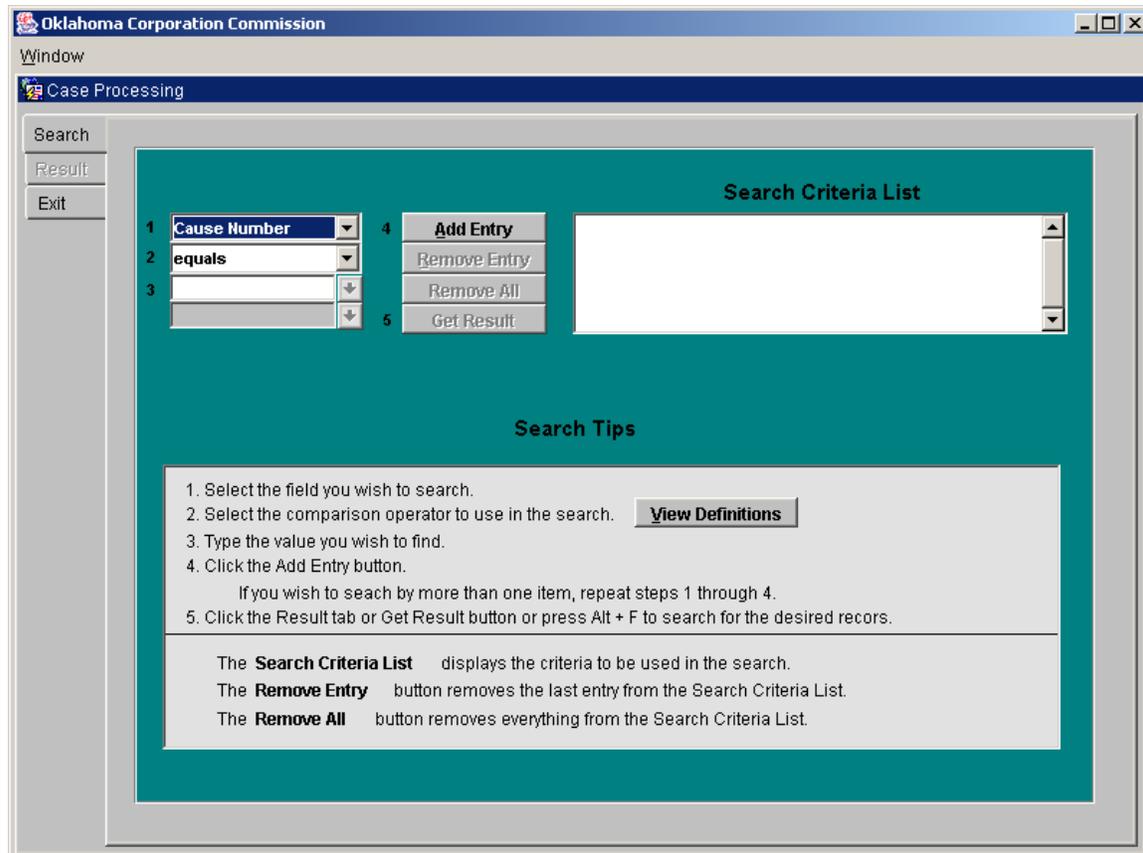
The Oklahoma Corporation Commission web address is www.occeweb.com.

The "**Case Processing Web Application**" database is used to find information about Corporation Commission **judicial and administrative filings** requiring application, notice of hearing, and Commission order. Cases filed during or after 1996 are posted on this database.

On the **Home Page**, scroll down in the center column under "**Oil & Gas Conservation Commission**" and click on "**Oil & Gas Web Application**". Next, click on "**Case Processing Web Application**". You will begin to download "**J Initiator**", "**Java Applet**", **Oracle**, etc. Whenever your computer asks you for a response always **answer in the positive**.

Note: The first time you access the **Web Applications** databases you must start by downloading **Oracle JInitiator 1.3.1.17**. Those who use **Internet Explorer 7** and/or **Microsoft Vista** must follow special instructions for downloading **Oracle JInitiator**.

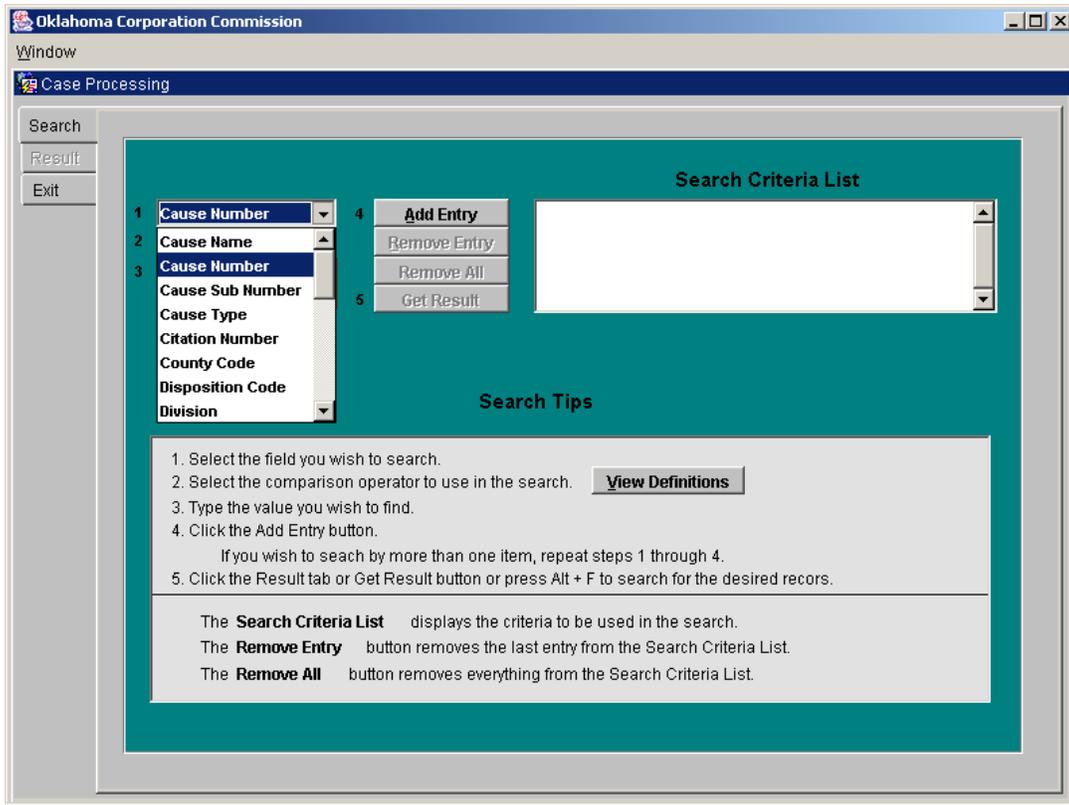
Once you have successfully downloaded the "**Case Processing Web Application**" database your screen will look like this:



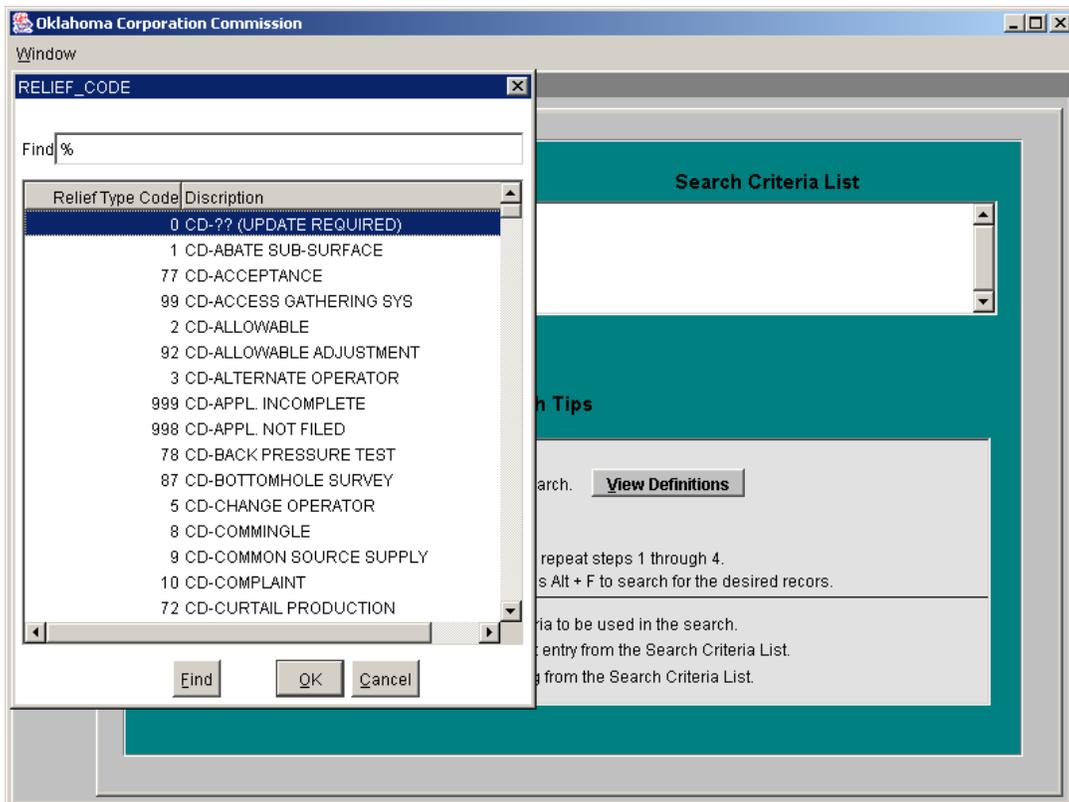
Submitting your inquiry requires using the drop down menus to fill in the information for **search fields 1, 2, and 3.**

Choices in the drop down menus are listed **alphabetically.** You can search by legal description, date, relief, type, etc. or any combination of criteria.

Note: As with the other databases, providing too much information on this screen may not provide good search results.



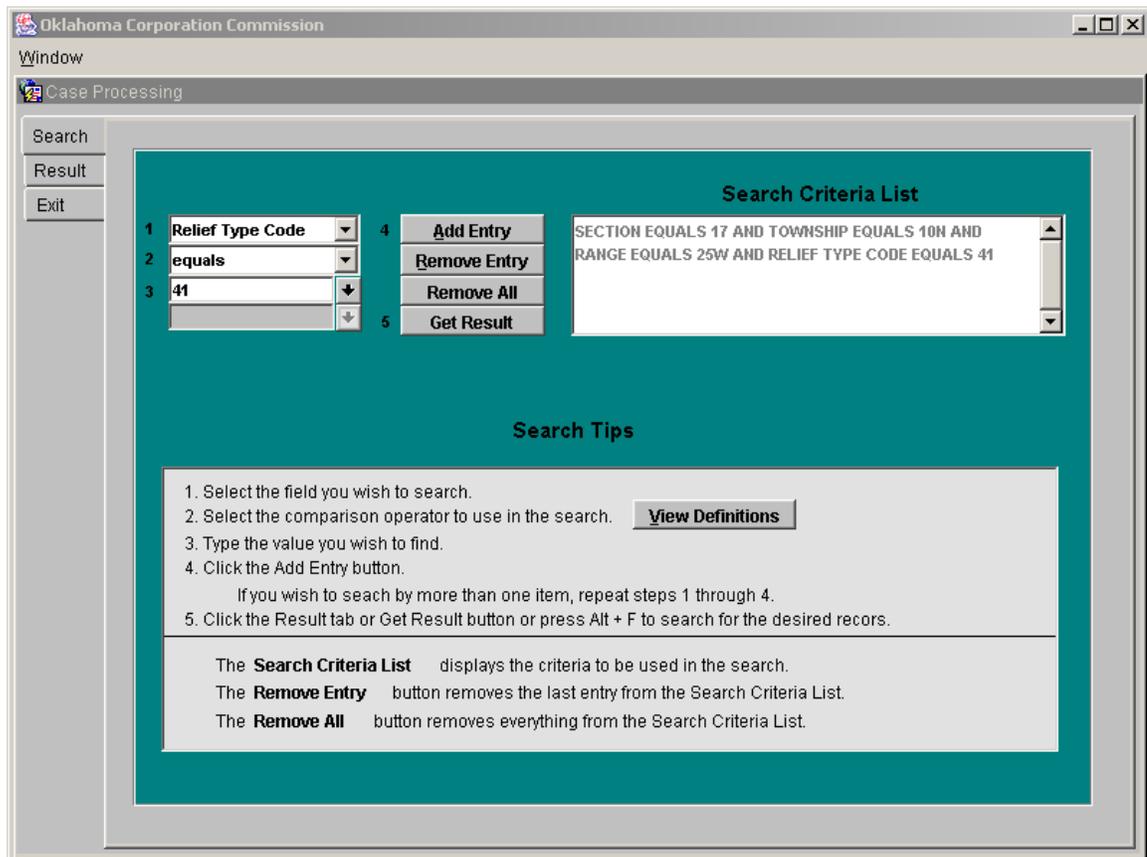
Options provided in drop down menus are displayed in alphabetical order.



Exercise: Was a "Pooling Order" issued prior to drilling Chesapeake's Buffalo Creek #1-17 in Section 17-10N-25W, Beckham County?

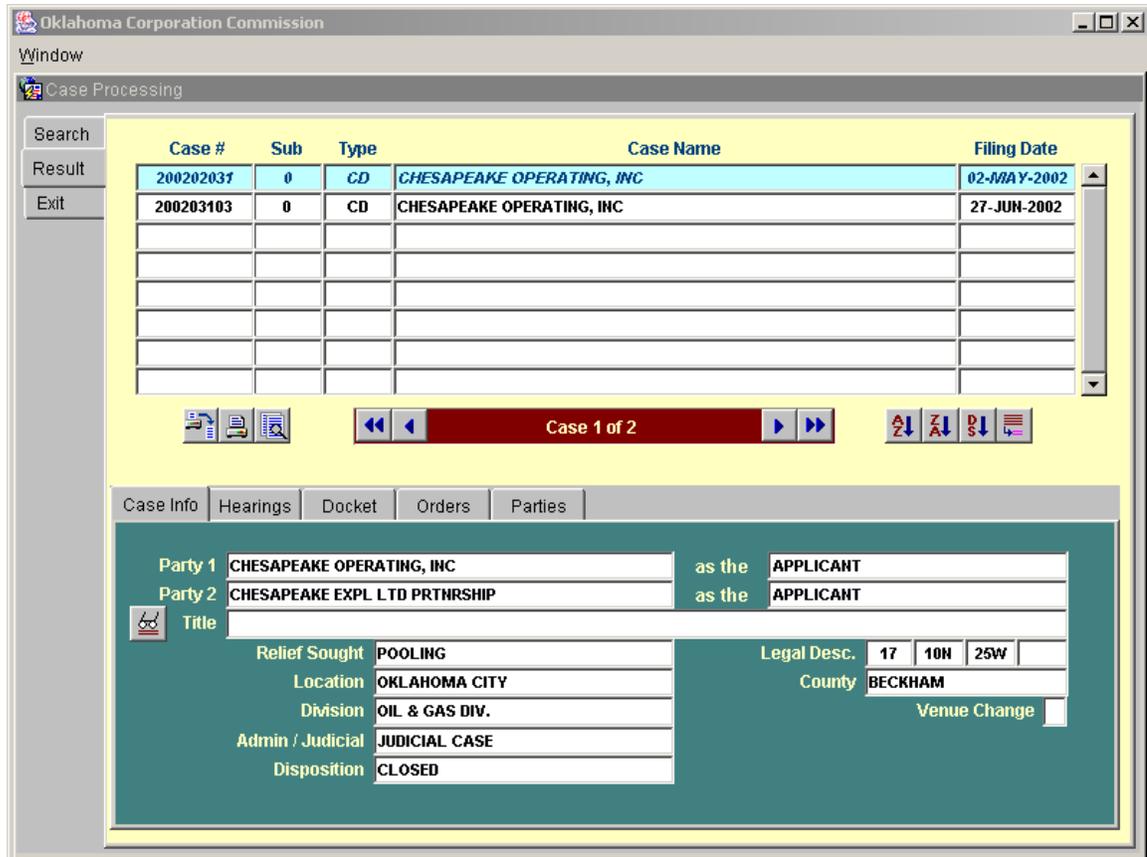
Using the drop down menu for **field #1**, choose "Section". Choose "equals" for field **#2**, and type in **17** for **#3**. Click **#4** to "Add Entry". Repeat the process to enter the **township and range**.

To limit your search to pooling applications, choose "Relief Type Code" from drop down menu **#1**. Choose "Equals" for **#2**, and use the drop down menu for **#3** to find the code for pooling (**41**). Click **#4** to "Add Entry".



Search criteria for a pooling order by legal description have been entered.

Click **#5** to "Get Result".



Click on the cause in which you are interested then navigate through the **gray buttons** in the middle of the page to find case information.

- Case Info - Tells who the applicant is, the type of relief sought, hearing location, legal description, and the case disposition.
- Hearings - Provides the date, time, type, courtroom, and the Administrative Law Judge assigned to the hearing.
- Docket - Filings associated with the case including the application, notice of hearing, exhibits, affidavits, etc. **Images** of "Docket" information can be viewed by selecting the appropriate item, clicking on the view icon, then clicking on the blue ID number to the left of the document.
- Orders - Lists orders resulting from the case.
- Parties - Names the parties involved including the applicant, attorneys, etc.

Exercise: Have any other applications been filed in Section 17-10N-25W?

Click the grey **"Search"** button in the upper left corner of the screen to return to the **Case Processing** search screen.

Click **"Remove Entry"** to delete the **"Relief Type Code"** from the **"Search Criteria List"**.

Note: You can delete one entry by clicking **"Remove Entry"**. This function only works once in a query. To delete more than one or all entries click **"Remove All"**.

Click **#5** to **"Get Result"**.

Exercise: What **type of relief** was requested in BP America Production, Inc.'s **CD#200301787** filed on March 18, 2003? Obtain a copy of the **notice of hearing**.

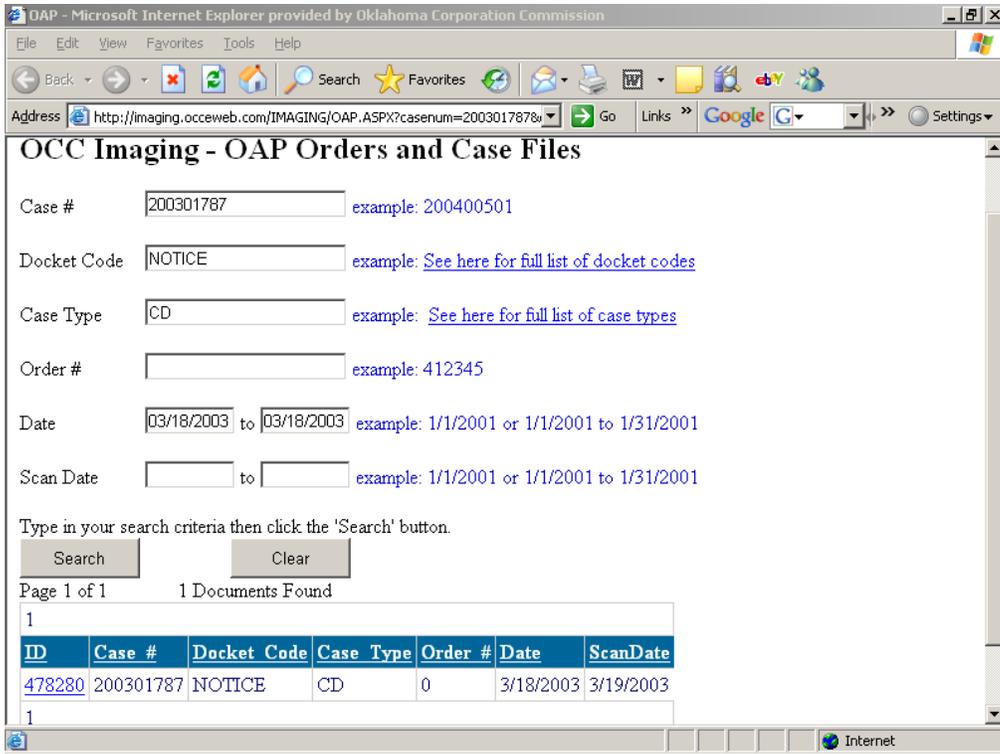
Click on **Case #200301787**. Click on the grey tool button labeled **"Case Info"** to find that the **"Relief Sought"** was **"Increased Density"**.

Click **"Docket"** to locate the **"Notice of Hearing"** and click on **"Notice"**.

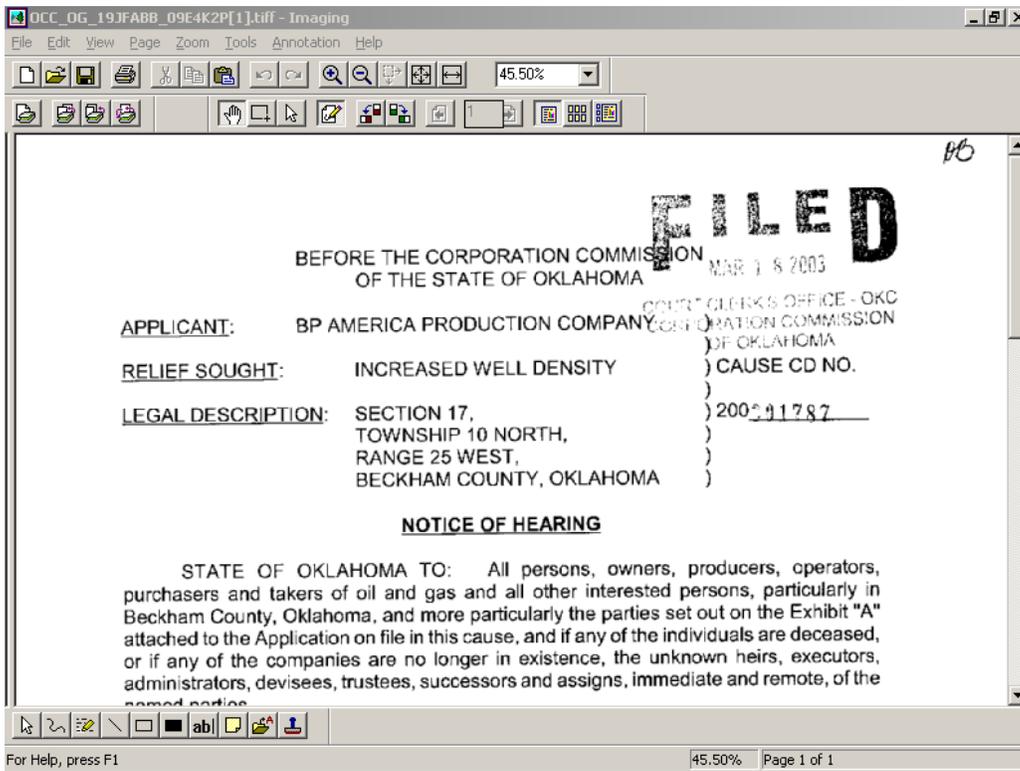
Click  to retrieve an image of the **"Notice"** by clicking on the **blue ID #** to the left of the **"Notice"**.

Hint: Clicking  will allow you to retrieve images of all documents associated with the case.

Document images can be saved and/or printed.



Click on the **blue ID#** to reveal an image of the “Notice of Hearing”.



Document Image - Notice of Hearing.

NOTES

COMMINGLE/MULTIPLE-COMPLETION DATABASE

ACCESSING THE DATABASE:

The Oklahoma Corporation Commission web address is www.occeweb.com.

This database is used to look up commingling or multiple-completion orders by API number, well operator name, legal description, application date range, approval date range, or by county. Commingling orders were first issued by the Commission in 1985. Orders back to approximately 1990 can be found on this database. In July 2007, OCC rules were changed to allow administrative approval of Form 1023, Application to Commingle in Well Bore or at Surface, in lieu of the hearing process.

When you get to our home page scroll down in the center column under Oil and Gas Conservation and choose "Oil and Gas Database". On the next screen, scroll down and click "Commingle Database."

The screenshot shows a web browser window with the following elements:

- Browser Title:** Commingling/Multiple-Completion Database - Microsoft Internet Explorer provided by Oklahoma Corporation Commission
- Address Bar:** http://www.occeweb.com/ogcommingle/
- Search Bar:** Google
- Navigation:** File, Edit, View, Favorites, Tools, Help
- Page Title:** Commingling/Multiple-Completion Database
- Logo:** Oklahoma Corporation Commission (EMPOWERING OKLAHOMA, ENERGY • TRANSPORTATION • UTILITIES)
- Database Title:** Commingling / Multiple-Completion Database
- Search Fields:**
 - API #: [Text Input]
 - Operator Name: [Text Input]
 - Section/Township/Range: [Three Text Inputs]
 - Status: All, Approved, Unapproved
 - Received Date: Begin [Text Input], End [Text Input]
 - Approval Date: Begin [Text Input], End [Text Input]
 - County: (UNSPECIFIED) [Dropdown Menu]
- Buttons:** Search, Reset
- Results:** Records Found: 0. Enter 1 or more fields, then click Search, to see a list records matching criteria.
- Footer:** Internet, 100%

Next, enter *either* the well API number, operator name, or legal description, then, you can refine your search by entering date parameters or county if searching by operator name.

To search for a commingling order for a specific well by API number, simply type in the API number with all the digits run together, no spaces or dashes (ex: 02920851). It is not necessary to enter suffixes A, B, C, etc., or the two-digit state code for Oklahoma, 35.

Note: Not all wells are indexed by API number in this database so entering search criteria other than the API number such as operator name or legal description instead might provide better results.

If searching by company name, type the first word or first few letters of the company name followed by the wild card, %.

Note: Querying by operator name will produce a list of commingling/multiple-completions for which that company was the applicant, not wells for which they are the current operator.

Enter the section, township, and range in the appropriate fields to search by legal description.

Click "reset" to conduct a new search or, from the "details" screen, click "home", then, "reset".

Exercise: Find all commingling/multiple-completion orders requested by Chaparral Energy. Then, refine your search to limit the results to wells in Grady County. Retrieve a copy of the commingling order for the Jansson #1-10.

- Type "Chaparral" in the "Operator Name" field. Click "search".
- Then, refine the search by choosing "Grady County" from the drop-down menu in the "County". Click "search."

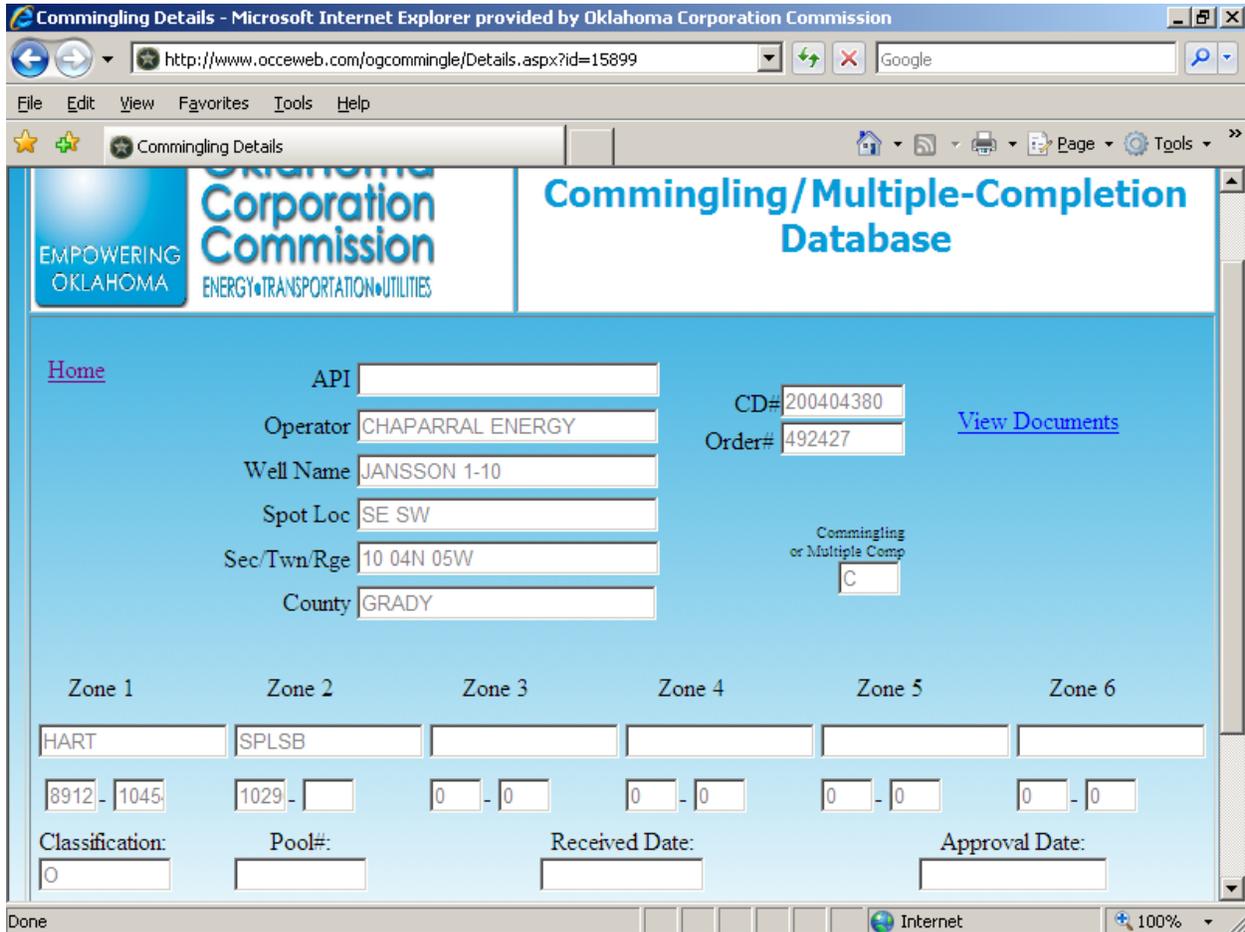
Search results are listed by API number, if available, well name, operator name, legal description, and application and approval dates, if available.

The screenshot shows a web browser window displaying the Oklahoma Corporation Commission's Commingling/Multiple-Completion Database. The search criteria are: Operator Name: chaparral, County: GRADY. The search results show 4 records found, all with a status of 'All'.

API	Well	Applicant	Location	Received Date	Approval Date
Details	HARTIN 1-30	CHAPARRAL ENERGY	30 10N 05W		
Details	RIDDLE 2-32A	CHAPARRAL ENERGY	32 05N 05W		
Details	JANSSON 1-10	CHAPARRAL ENERGY	10 04N 05W		
Details	HALL 6-4	CHAPARRAL ENERGY	04 07N 05W		

Chaparral commingling orders in Grady County

- Click "details" to the left of each well name for additional information including commingled formations, perfs, and order and CD numbers.
- Click "View Documents" to retrieve a copy of the commingling order.



Commingled formations, perfs, etc.

To conduct a new search from the "details" screen, click "home", then, "reset".

NOTES

DOCUMENT IMAGE ACCESS

ACCESSING THE DATABASE:

The Oklahoma Corporation Commission web address is www.occeweb.com.

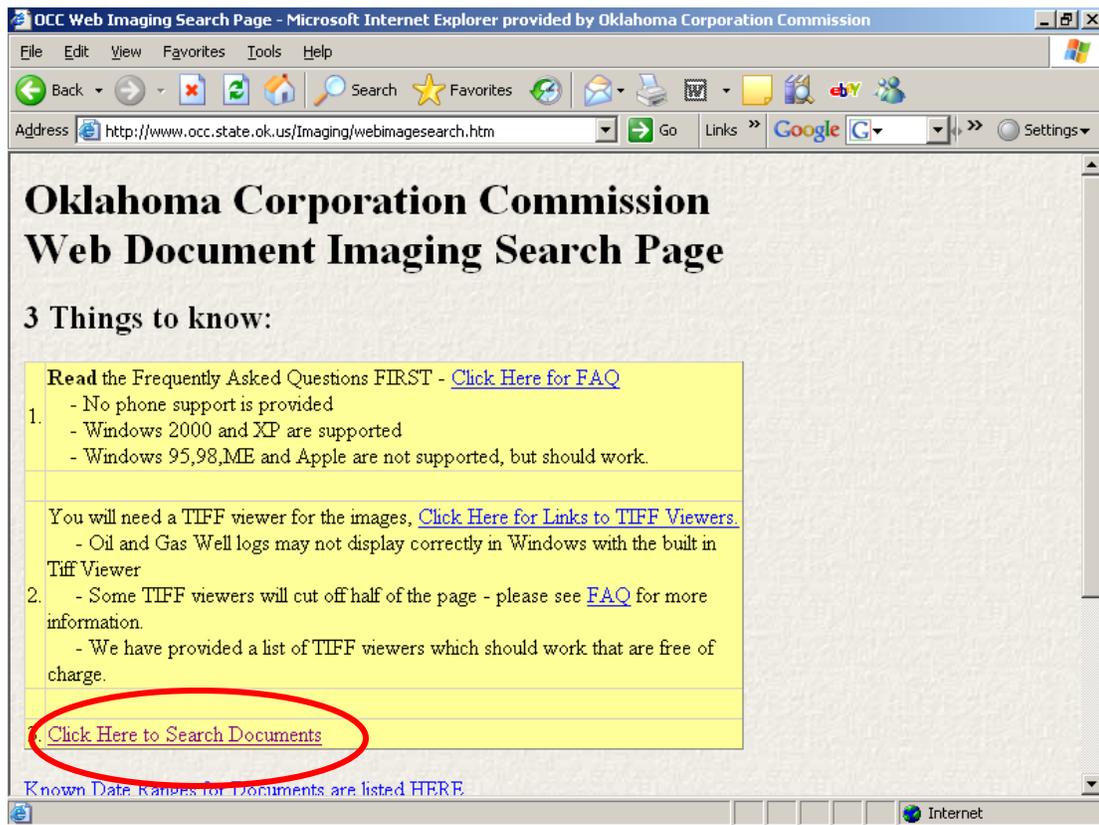
There are several links to **imaged records** on the OCC homepage at www.occeweb.com. Most Corporation Commission records are public record, although, some are not for various reasons.

Imaged records pertinent to oil and gas regulation include all **well records (permits to drill, completion reports, plugging reports), case files and orders, well logs, unitization files, and oil and gas production reports**. We will not review accessing each type of record in this manual, however, the search functions for all are very similar.

Records that are not imaged may be available by other means at the Commission or from outside sources.

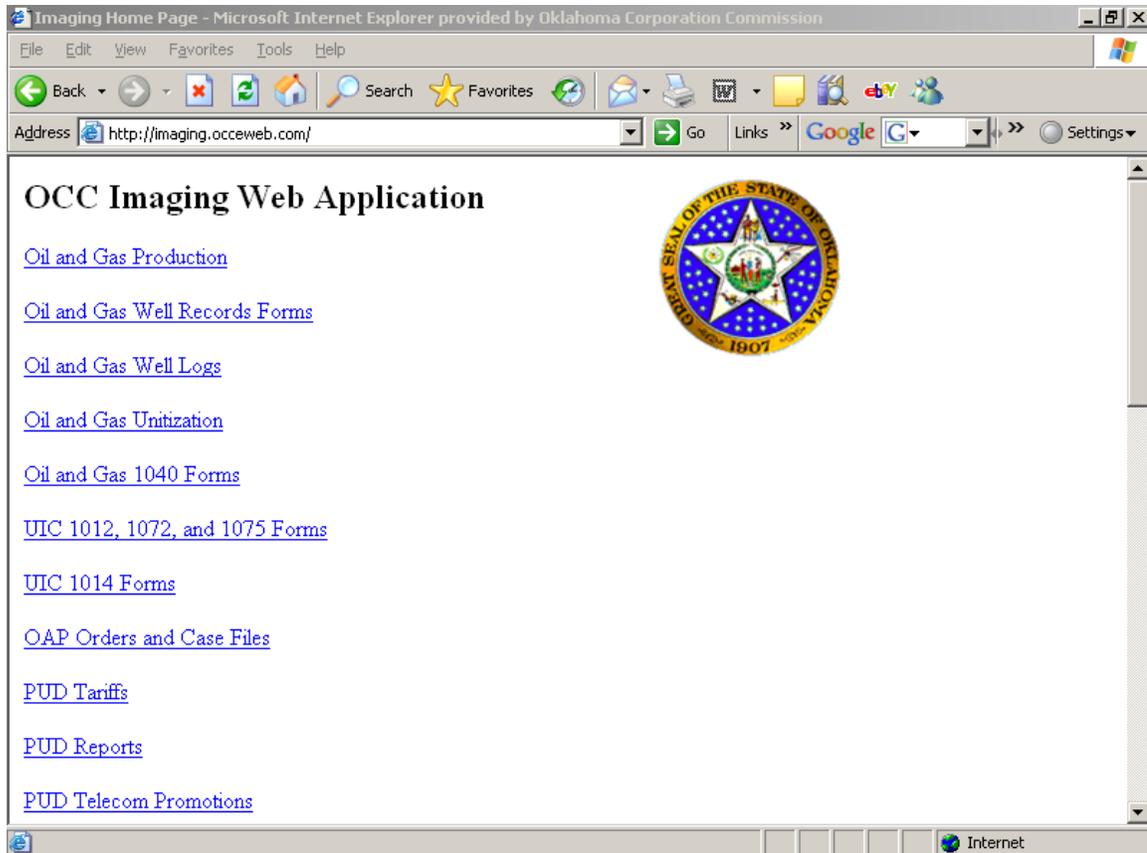
The "**Document Image Access**" database is very simple to use. First, click on one of the **links to the database** on the homepage (found under **Oil & Gas Conservation, OCC Documents, and Public Utilities Division**).

The first screen contains a box listing “3 Things to Know.”



Here, you have the opportunity to access **helpful hints** and **trouble shooting** features or download a **TIFF viewer**, if necessary.

Click “3” to search documents and reveal a list of the **types of documents that have been imaged**. Use your scroll bar on the right to scroll down to show more documents and referrals back to **FAQ and trouble-shooting** hints.



The first seven items on the list refer to oil and gas information **including production reports, well records, unitization files, UIC forms, well logs, etc. Case files and Commission Orders** are accessed through the next item, **OAP Orders and Case Files**. If you do not find the record you are looking for, refer back to the table of imaged records dates to be sure the record you want is available.

Although **oil production volumes** are not posted on the Oil & Gas Web Applications database, they can be found here, on **Form 300R**, *if* the well is classified as an oil well, you know which company is reporting, and you know the production unit number (PUN) that has been assigned to the well or lease by the Oklahoma Tax Commission.

Gas production volumes can also be accessed on this database on **Form 1004** in the same manner if the same information is known, however, it is usually **easier and faster to access gas volumes on the Oil & Gas Web Applications database**.

All production volumes are reported to the OTC, however, only *primary* production is reported to the OCC. This means that if the well is *classified* as an

oil well, only the oil volumes will be reported to us and if the well is *classified* as a gas well, only the gas volumes will be reported to us. You will not (well, usually not) find volumes for condensate sold from a gas well or casinghead gas sold from an oil well anywhere on the OCC website.

Exercise: Get copies of all the records for the Vincent #1-32 in Section 32-11N-13W, Caddo County.

Choose "Oil & Gas Well Records Forms".

The screenshot shows a web browser window titled "OGWellRecords - Microsoft Internet Explorer provided by Oklahoma Corporation Commission". The address bar shows the URL "http://imaging.occeweb.com/imaging/OGWellRecords.aspx". The main content area is titled "OCC Imaging - OG Well Records" and contains a search form with the following fields and options:

- Form #**: A dropdown menu with a blue link "Choose Form # from the drop down box".
- Legal Location**: A text input field with a blue link "example: 0711N10E or 1201N24ECM" and a checkbox labeled "Check to exclude ECM Legal Locations".
- API #**: A text input field with a blue link "example: 00724967".
- Well Name**: A text input field with a blue link "example: 'Hudson 1-12' or 'hudson'".
- Operator #**: A text input field with a blue link "example: 01701-0 or 01701".
- Effective/Test Date**: Two text input fields separated by "to", with a blue link "example: 1/1/2001 or 1/1/2001 to 1/31/2001".
- Scan Date**: Two text input fields separated by "to", with a blue link "example: 1/1/2001 or 1/1/2001 to 1/31/2001".

Below the fields is the instruction "Type in your search criteria then click the 'Search' button." and two buttons: "Search" and "Clear". A "Home" button is located at the bottom left of the page content. The browser's taskbar at the bottom shows the "Internet" icon.

There are several criteria by which you can search but, as with the Oil & Gas Web Applications database, providing too much information will not get accurate results.

If you know the API# of the well in which you are interested and the well was drilled in 1990 or later, you can search by API# and may elect to choose a Form # as well. Older records are not always indexed by API# and searching by API# will not pull up all the records so it is often better to search by legal description.

Enter the legal description, 32-11N-13W, in the “**Legal Location**” field in the format given on the search screen - **section, township, and range all run together in the format given (3211N13W)**. If the section, township, or range is one digit you must use the leading “0”.

Hint: You can manipulate most searches on the database by replacing an element in your search criteria with the wild card, %. For example, to retrieve all well records in 11N-13W enter %11N13W in the legal description field.

Click “**Search**” and use the scroll bar on the right side of the screen to scroll down and show the list of documents imaged for this section.

To view a document, click on the **blue ID# to the left of the document** in which you are interested. Imaged records can be saved (file, save, name), printed (file, print, orientation, fit to page), e-mailed (as an attachment), etc.

Note: If your range is “EIM”, simply type “E” for east and check the box to exclude “ECM” locations, otherwise, your search will not be correct. If your range is in the panhandle, type “ECM”.

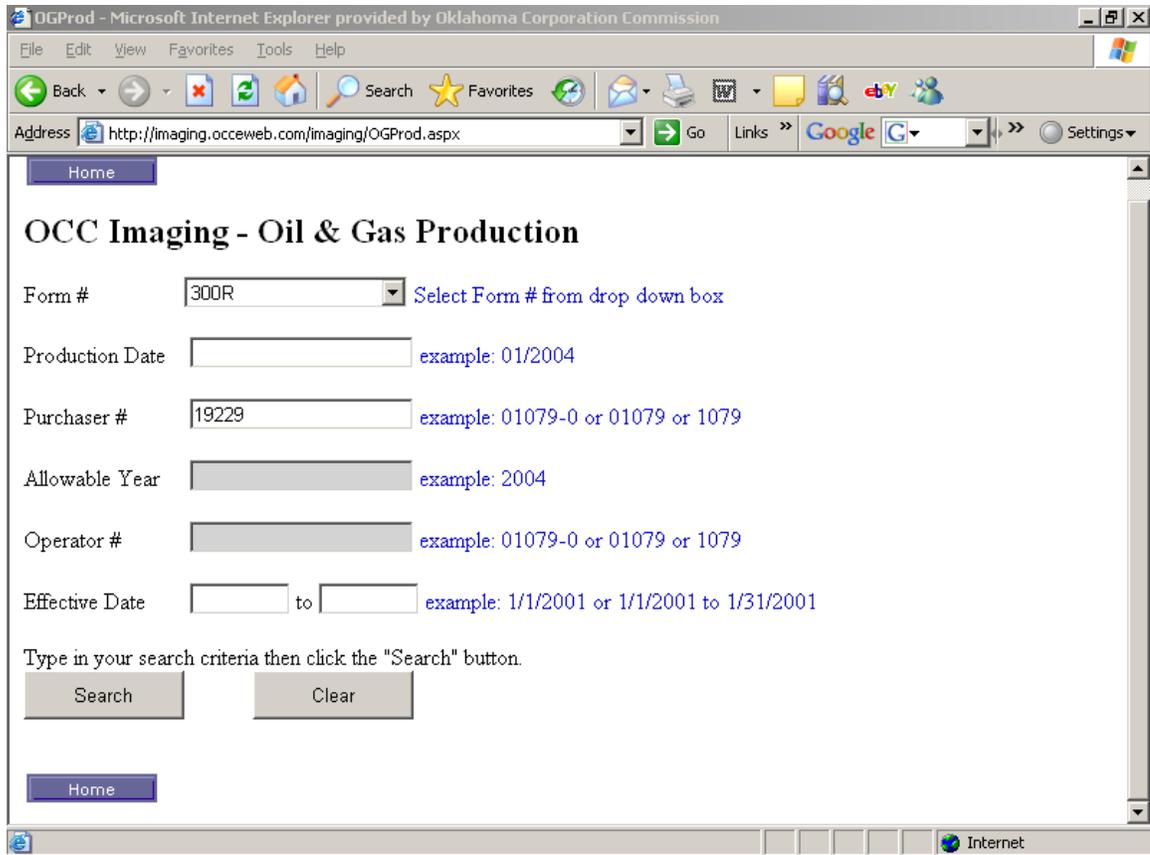
Often, if a well was drilled before 1987, the records indices will only include the legal description with or without quarter sections, the record type (1002A, 1003, etc.), and the document date. Viewing several records and going through the process of elimination is sometimes required to locate the appropriate record.

Exercise: What is the most recent oil production information available for the David #2-26H in Section 26-1N-4W, Stephens County? (The PUN is 137-108841 and Chesapeake Energy Marketing, Inc., #19229, reports the volumes.)

Return to the screen that lists the types of imaged records and choose “**Oil & Gas Production**”.

Using the drop down menu choose **Form #300R** for oil volumes and enter the purchaser number for Chesapeake Energy Marketing, Inc., 19229 and click search.

Note: Indexing is not always done in a consistent manner, although an example of the proper format is given on the search screen. Sometimes a one or two digit month is used or a two or four digit year is used, causing the results to fall out of chronological order and making it necessary look harder for the record you want. For this reason, it is best not to enter a production date when conducting your search.



The query will result in a list of production records by production date and/or report date. Use the scroll bar on the right to reveal them.

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

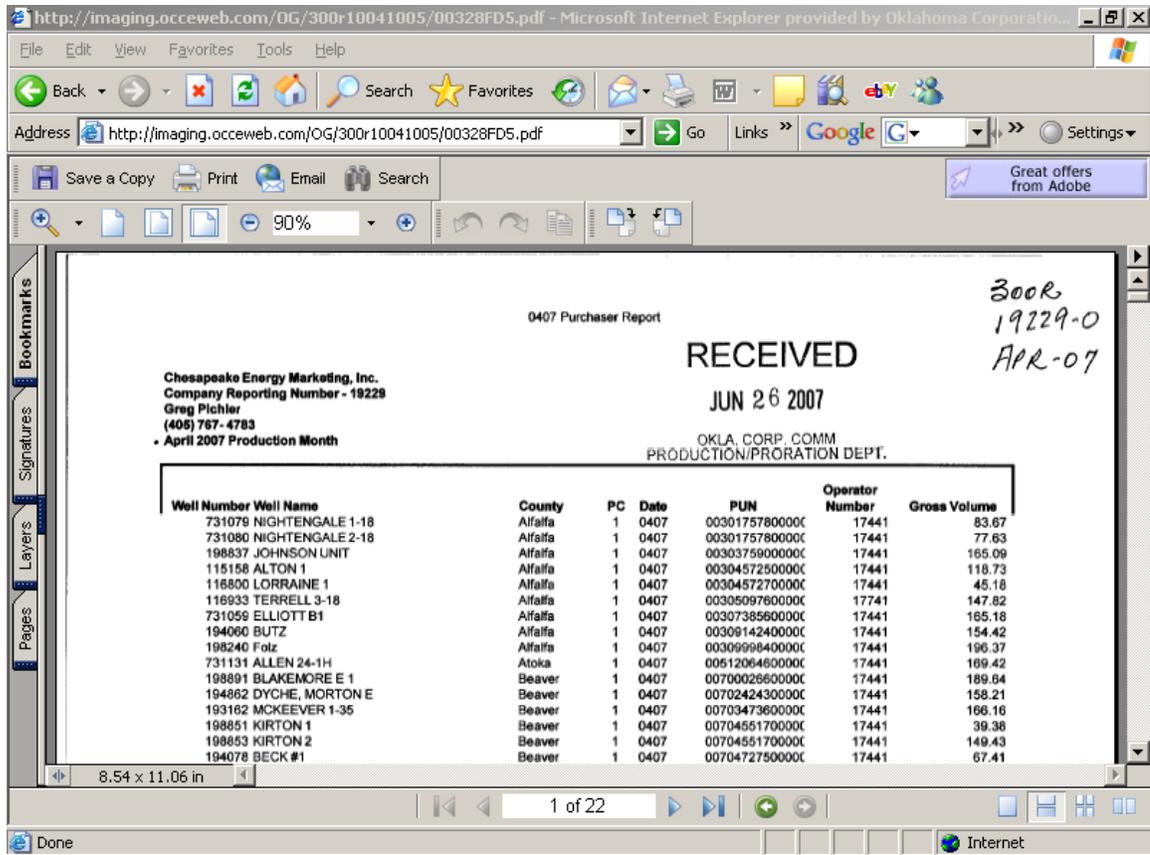
Search Clear

Page 1 of 2 61 Documents Found

1 2

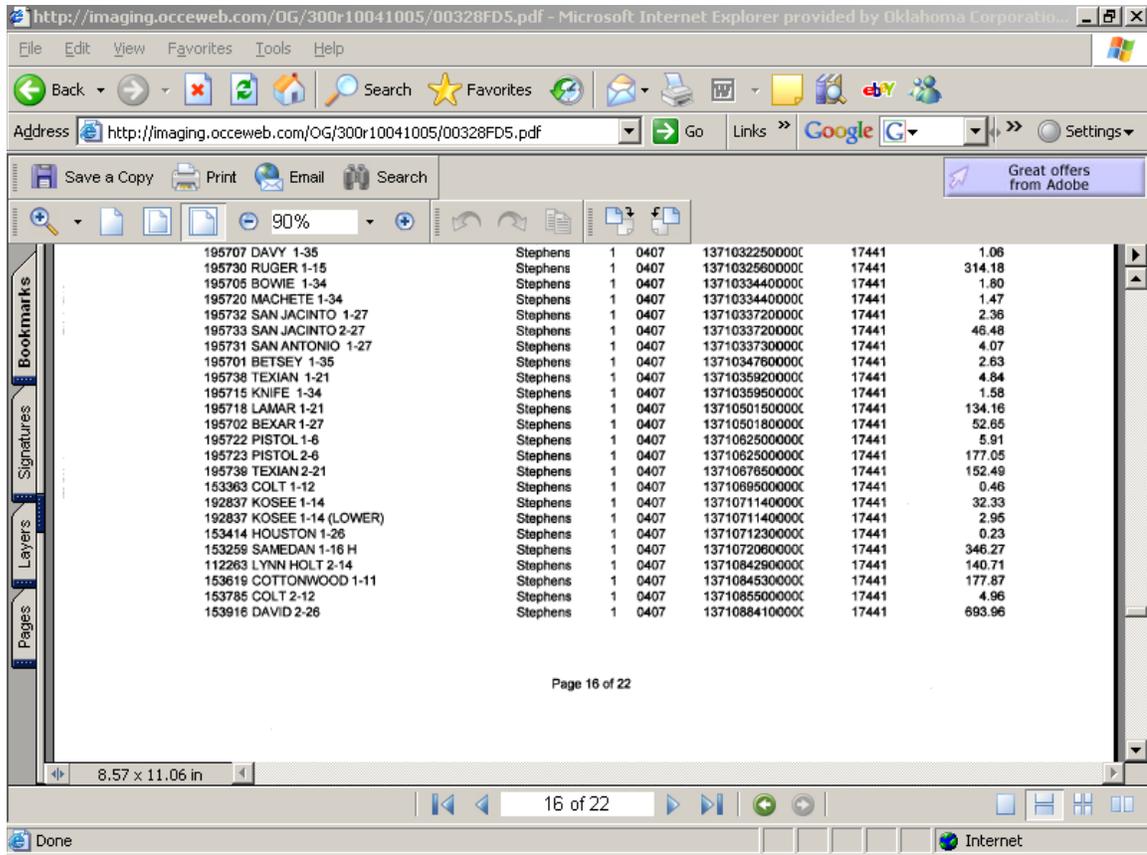
ID	Prod Date	Purchaser #	Effective Date	Form #
398775	01/2003	19229-0	5/7/2003	300r
398876	01/2003	19229-0	4/11/2003	300r
1726295	01/2004	19229-0	3/16/2004	300R
1726296	01/2004	19229-0	3/16/2004	300R
1786208	01/2005	19229-0	4/4/2005	300R
2670260	01/2006	19229-0	4/4/2006	300R
3179905	01/2007	19229-0	4/3/2007	300R
398431	02/2002	19229-0	4/11/2003	300r
398769	02/2003	19229-0	5/7/2003	300r
1790783	02/2005	19229-0	5/4/2005	300r
2699014	02/2006	19229-0	5/3/2006	300R
3210396	02/2007	19229-0	5/1/2007	300R

Use the scroll bar and/or go to the next page of results to find the most recent report by production date. Once you have identified the most recent record, or any other record you wish to view, click on the **blue ID#** to the left of the production date to open **Form 300R**.



Information identifying the reporting company, production month, contact information, etc. is always found at the top of the first page of the report and, sometimes, also on subsequent pages.

On **Form 300R**, wells should be listed in numerical order by **PUN**. Use your scroll bar or page down to locate PUN 137-108841. The example below is for April 2007 production. Information for David #2-26H is found on the last line on the page.



Note: Search for gas volumes for wells *classified* as gas wells in the same manner by choosing Form #1004.

Exercise: Obtain copies of maps Chesapeake submitted as exhibits for their Location Exception **CD#200700313** in Section 33-11N-23W, Beckham County.

Hint: Be sure you are looking at exhibits for **Conservation Docket (CD) 200700313**, not **Pollution Docket (PD) 200700313**. You could enter CD in the "Case Type" field to avoid pulling up exhibits that apply to causes other than the one in which you are interested.

Return to the list of imaged record types and choose "OAP Orders & Case Files." Enter the Case # on the first line. Click Search. Scroll down to reveal the query results and click on "Exhibit." In this instance, the Location Exception application has been filed together with an Increased Density application and the exhibits are shared between the two files, as the imaged notice states.

Re-enter the referenced CD# from the notice, 200700311, to search again. Now, click on the "Exhibits" to view the maps.

Note: In "OAP Orders and Case Files", entering the Commission order # in the search criteria field will only produce an image of the order, however, searching by CD# will allow you to view all the documents associated with the case including the application, notice of hearing, exhibits, affidavits of publication and mailing, amendments, etc., and the order.

Exercise: Find a copy of the **Plan of Unitization** for the West Edmond Hunton Lime Unit (WEHLU).

Return to the screen with the imaged records list and choose "Oil and Gas Unitization".

Note: If you know the CD# or the Order# that created the unit use it, it will make your search much easier. Usually, you will not know the CD# or the Order # so it will be necessary to search by "Unit Name". While this screen does contain a field to search by legal description, the units are not usually indexed by all the sections contained within the unit. If you do not enter the correct section by which the unit was indexed you will not get good search results.

To search by "Unit Name" choose a word from the unit name that is most likely to be specific to that unit. Type "Edmond" in the "Unit Name" field, click "Search", and scroll down to view the search results.

3087	EDMOND HUNT LIME SU W	23179	2070	3214N04W OKLAHOMA	5/9/2001
1413	EDMOND HUNT LIME SU W	22247	2070	3214N04W OKLAHOMA	5/9/2001
153	EDMOND HUNT LIME SU W	20212	1355	3214N04W	5/9/2001
1295	EDMOND HUNT LIME SU W	23179	2070	3214N04W OKLAHOMA	5/9/2001
3516	EDMOND HUNT LIME SU W	20212	1355	3214N04W	5/9/2001
2874931	EDMOND HUNT LIME SU W	20212	1355	3214N04W (COURT TRANSCRIPT VOL 2)	3/25/1947
2874934	EDMOND HUNT LIME SU W	20212	1355	3214N04W (COURT TRANSCRIPT VOL 1)	3/18/1947
2874939	EDMOND HUNT LIME UNIT WEST	20212	1355	3214N04W (UNIT PLAN)	5/28/1956
4112	EDMOND HUNT LIME UT W	20212	1355	1315N05W 2415N05W KINGFISHER	5/4/2001
4314	EDMOND HUNT LIME UT W	23416	2401	0912N04W OKLAHOMA	5/7/2001
955	EDMOND HUNT LIME UT W	23416	2401	0912N04W OKLAHOMA	5/7/2001
1054	EDMOND HUNT LIME UT W	23416	2401	0912N04W OKLAHOMA	5/7/2001
1292	EDMOND HUNT LIME UT W	23416	2401	0912N04W OKLAHOMA	5/7/2001
2154	EDMOND HUNT LIME UT W	23416	2401	0912N04W OKLAHOMA	5/7/2001
2248	EDMOND HUNT LIME UT W	23417	2401	0912N04W OKLAHOMA	5/7/2001
2390	EDMOND HUNT LIME UT W	23416	2401	0912N04W OKLAHOMA	5/7/2001

West Edmond Hunton Lime Unit search results.

Click on the **ID#** to the left of the document described as the "Unit Plan" to view the "Plan of Unitization". Other unit records can be retrieved in the same manner.

Note: Files for units created after 1999 may not be available in "Document Image Access" but can be retrieved in "Case Processing Web Applications".

NOTES

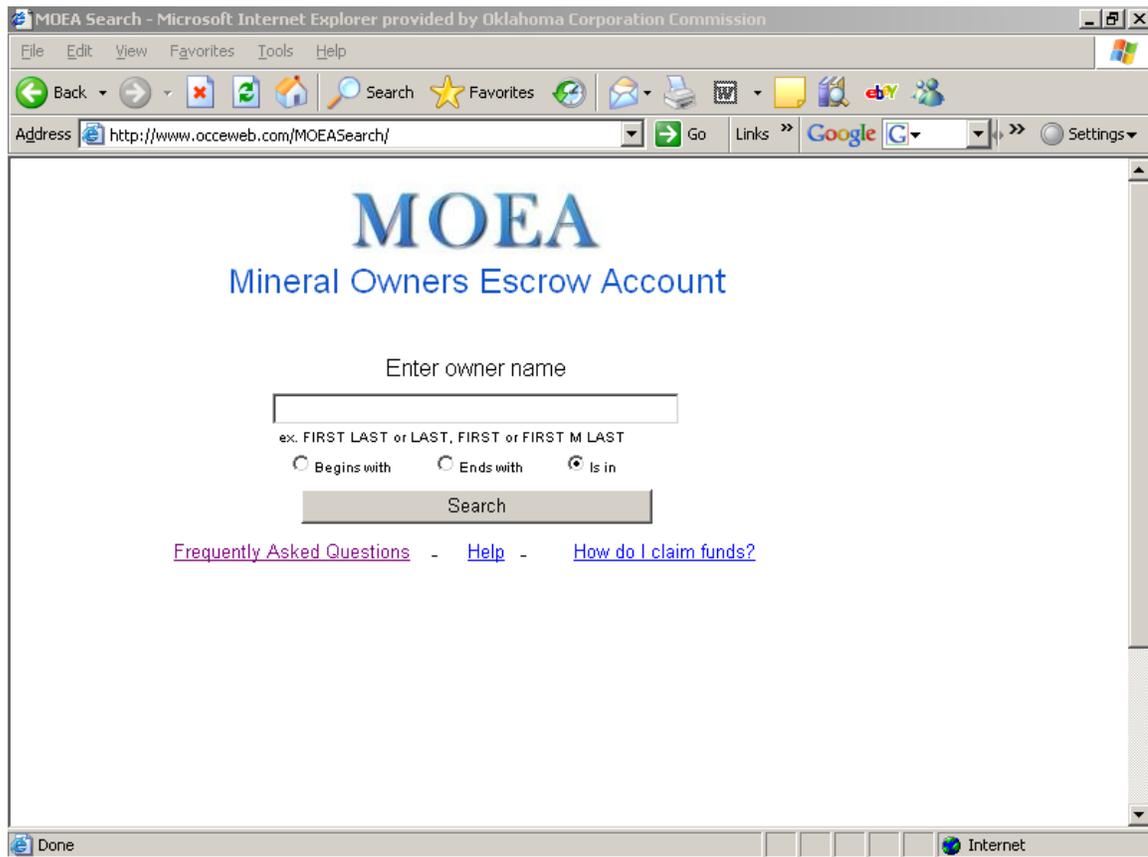
MOEA OWNER SEARCH

The **Mineral Owners Escrow Account** was created to monitor and maintain **bonuses and royalties owed to unlocatable pooling respondents**. MOEA funds that are received at the Oklahoma Corporation Commission are remitted to the **Unclaimed Property Department at the Oklahoma State Treasurer's Office**. They are held there until they are claimed by the rightful owners. Escheated funds are reported by **owner name**, therefore, the **MOEA Owner Search** database can be **searched by name** to locate pooling revenue.

ACCESSING THE DATABASE:

The Oklahoma Corporation Commission web address is www.occeweb.com

On the home page, scroll down to **Consumer Services Division** in the left-hand column and click on **"MOEA Owner Search"**. This will take you to the MOEA search screen.



The screenshot shows a Microsoft Internet Explorer browser window titled "MOEA Search - Microsoft Internet Explorer provided by Oklahoma Corporation Commission". The address bar displays "http://www.occeweb.com/MOEAsearch/". The main content area features the MOEA logo and the text "Mineral Owners Escrow Account". Below this, there is a search form with the label "Enter owner name" and a text input field. Underneath the input field, it says "ex. FIRST LAST or LAST, FIRST or FIRST M LAST". There are three radio button options: "Begins with", "Ends with", and "Is in", with "Is in" selected. A "Search" button is positioned below the options. At the bottom of the form, there are three links: "Frequently Asked Questions", "Help", and "How do I claim funds?". The browser's status bar at the bottom shows "Done" and "Internet".

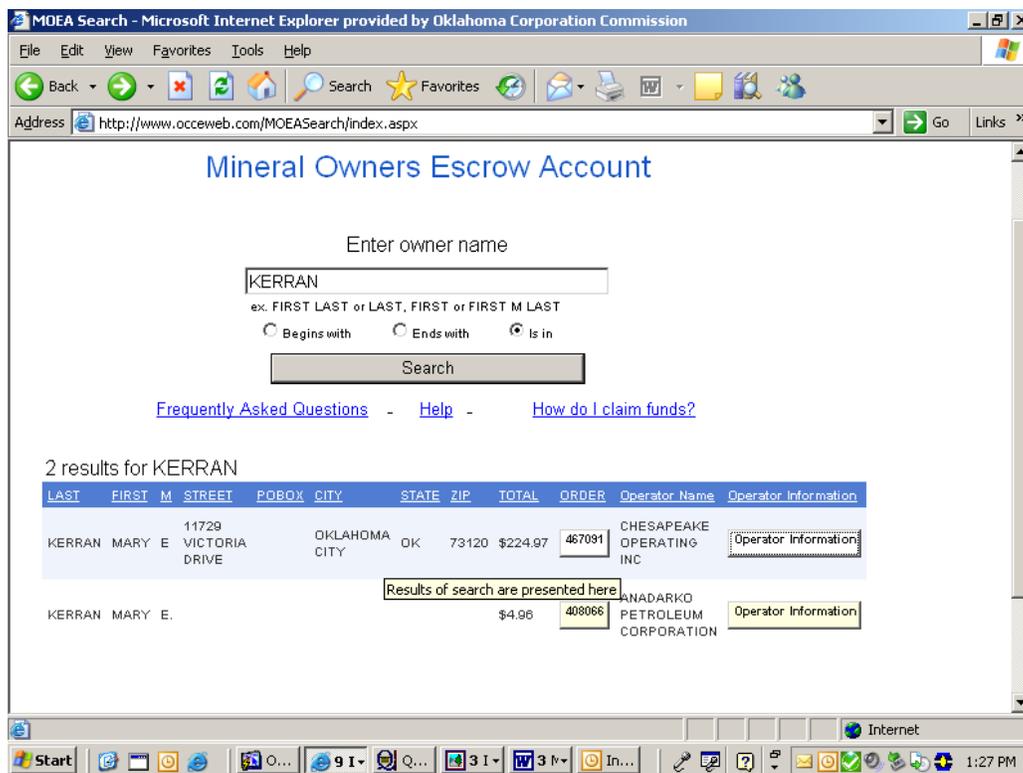
"MOEA Owner Search" search screen.

In addition to the search field in which you enter the name you wish to search there is a link to a very good **"FAQ"** and a **"Help"** feature that shows you the format to use to enter the name. Type in the **name** you wish to search and choose **"Begins With"**, **"Ends With"**, or **"Is In"** to conduct your search.

Exercise: Mary Elizabeth Kerran was named as an **unlocatable pooling respondent** in Chesapeake's pooling order #467091 for Section 36-6N-6W. Has any **revenue** been reported and/or remitted to the **MOEA** for Ms. Kerran?

Since **Kerran** is a relatively uncommon name, just type **"Kerran"** in the search field and choose **"Is In"**.

Note: If the name you are searching for is a more common name, it may be helpful to provide the first name or initial using the format provided under **"Help"**.



"MOEA Owner Search" search results.

According to the database, \$201.62 has been reported to the **MOEA** on behalf of Mary E. Kerran. Ms. Kerran and/or her heirs should contact the **State Treasurer's Office** to claim the revenue and contact the current well operator to get her interest put into pay status. For additional information click the order number or "operator information"

NOTES

HELPFUL INFORMATION

**Oil & Gas Complaints & Information
Consumer Services Division
P.O. Box 52000
Oklahoma City, Oklahoma 73152-2000
Ph. (405) 521-2613
Fax (405) 521-2087**

Donna Darnell
d.darnell@occemail.com

Junior Freeman
j.freeman@occemail.com

Mallory Scott
m.scott@occemail.com

OKLAHOMA CORPORATION COMMISSION COUNTY CODES
OIL AND GAS*

County Code	County Name	County Code	County Name
001	Adair	079	LeFlore
003	Alfalfa	081	Lincoln
005	Atoka	083	Logan
007	Beaver	085	Love
009	Beckham	087	McClain
011	Blaine	089	McCurtain
013	Bryan	091	McIntosh
015	Caddo	093	Major
017	Canadian	095	Marshall
019	Carter	097	Mayes
021	Cherokee	099	Murray
023	Choctaw	101	Muskogee
025	Cimarron	103	Noble
027	Cleveland	105	Nowata
029	Coal	107	Okfuskee
031	Comanche	109	Oklahoma
033	Cotton	111	Okmulgee
035	Craig	113	Osage
037	Creek	115	Ottawa
039	Custer	117	Pawnee
041	Delaware	119	Payne
043	Dewey	121	Pittsburg
045	Ellis	123	Pontotoc
047	Garfield	125	Pottawatomie
049	Garvin	127	Pushmataha
051	Grady	129	Roger Mills
053	Grant	131	Rogers
055	Greer	133	Seminole
057	Harmon	135	Sequoyah
059	Harper	137	Stephens
061	Haskell	139	Texas
063	Hughes	141	Tillman
065	Jackson	143	Tulsa
067	Jefferson	145	Wagoner
069	Johnston	147	Washington
071	Kay	149	Washita
073	Kingfisher	151	Woods
075	Kiowa	153	Woodward
077	Latimer		

*The OCC Transportation Division uses different County Codes

OIL & GAS WELL STATUS CODES

UN - Unknown. The database does not know the well status. It may be producing, plugged, or shut-in.

ND - New Drill. A permit-to-drill has been approved but a spud report has not yet been received.

SP - Spud. A spud report has been received for a new well.

EX - Expired. A permit-to-drill has expired. Permits-to-drill are issued for a period of six months.

AC - Active. The well is producing or shut-in, however, old wells for which the database does not know the status of the well may be designated Active when they are actually plugged.

PA - Plugged and abandoned. The well has been plugged. Sometimes a plugged well that has been re-entered and is producing will still be mistakenly identified as PA. Look for a permit-to-drill or completion date *after* the plugging date.

CA - Cancelled. A permit-to-drill has been withdrawn or cancelled. This code is rarely used.

MOST COMMONLY USED OIL AND GAS FORMS*

300R - Oil Production Report

1000 - Permit-to-drill

1001 - Notice of Intent to Plug

1001A - Spud Report

1002A - Well Completion Report

1003 - Well Plugging Report

1004 - Gas Production Report

1010 - Application for Cancelled Underage

1011 - Multizone Lease Runs Report

1012 - Annual Fluid Injection Report (UIC)

1014 - Application for Permit to use Earthen Pit

1015 - Application for Administrative Approval to Dispose or Inject Water into Wells

1016 - Back Pressure Test for Natural Gas Wells

1022 - Application for Flaring Gas

1023 - Application to Commingle in Well Bore or at Surface

1029 - Production or Potential Test

1070 - Inventory of Authorized Existing Enhanced Recovery Wells (UIC)

1072 - Notice of Commencement/Termination of Injection (UIC)

1073 - Transfer of Well Operator/Owner

1073i - Transfer of Well Operator/Owner for Injection/Disposal well

1085 - Complaint Report (Field Operations)

1534 - Application for Tax Rebate

*A complete list of Oil & Gas Forms in PDF and XLS format can be found under Oil & Gas Conservation/Oil & Gas Information on the Commission homepage.

SURETY CODES

BD - Corporate Bond

CD - Certificate of Deposit

FS - Financial Statement

LC - Letter of Credit

OFB - Out of business or out of compliance with OCC Surety Requirements

Agree to Plug - date Surety was first filed

COMMONLY USED CASE PROCESSING

RELIEF TYPE CODES

8 - Commingle

15 - Designate operator

26 - Order - Emergency

29 - Increased Density

32 - Location Exception

38 - Order - Nunc Pro Tunc

41 - Pooling

50 - Spacing

56 - Unitization

NOTES