

## Non-Fee Hearings Document Filing Procedure

There is one operator administrator (OPAdmin) for every registered operator. The OPAdmin has the authority to grant access for operator users (OPUser) or operator legal (OPLegal).

Please note that OCD staff does not issue or reset passwords. The user must follow “Reset/Forgot Password” steps to reset their password when they receive an email with instructions. If a username is locked, the user can wait an hour for the account to automatically unlock or contact their OpAdmin, who has the authority to unlock the account.

OpAdmin - can submit any permit/application including hearings documents and add/remove OpUser and OpLegal permissions to new and existing users

OpUser - can submit any permit/application including hearings documents

OpLegal - can submit only hearings related documents (has different landing page and menu structure)

Please see below for instructions regarding:

- OPAdmin Granting Access for New OPUser and OPLegal Users
- OpAdmin and OPUser Non-Fee Document Submittal (page 4)
- OPLegal Non-Fee Document Submittal (page 7)

### OPAdmin Granting Access for New OPUser and OPLegal Users

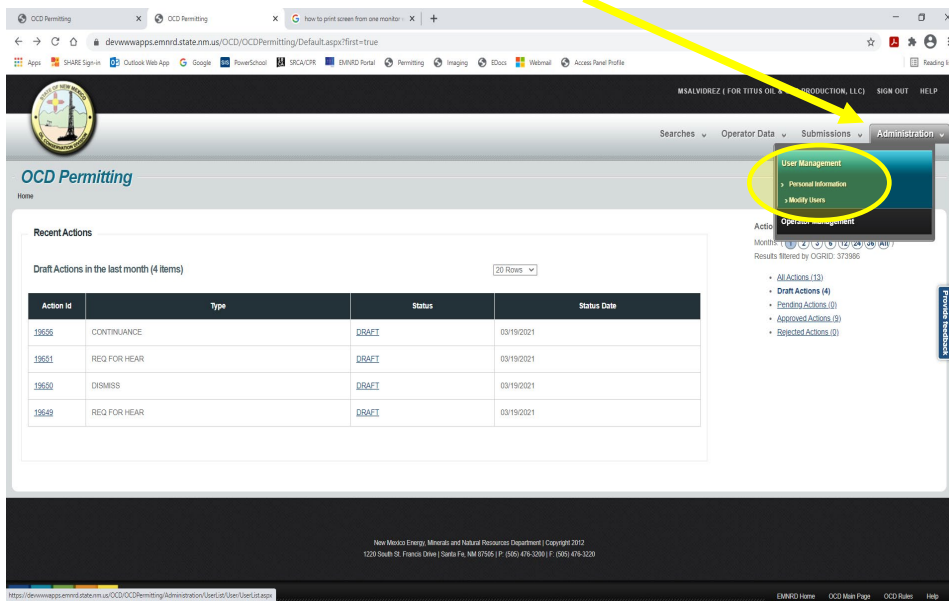
1. Sign-in to OCD Permitting:



2. You will have a drop-down menu with a list of operators you have permissions for:



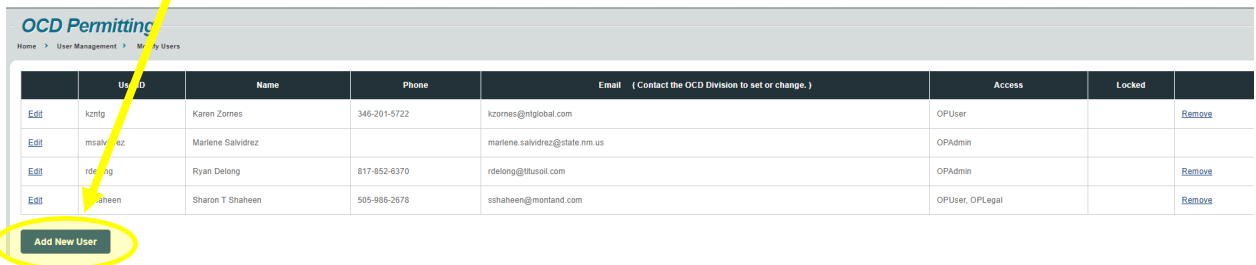
3. On the upper right corner click Administration tab>User Management>Modify Users:



4. User Management>Modify Users:



5. Click Add New User:



6. Enter pertinent information and click *Add User*:

The screenshot shows the 'OCD Permitting' 'New Users' form. The form is divided into several sections: 'User Information', 'Personal Information', 'Receive Emails', and 'Access'. The 'User Information' section has a 'User Name' field. The 'Personal Information' section includes fields for 'First Name', 'Middle Initial', 'Last Name', 'Title', 'Phone Number', and 'Email Address'. The 'Receive Emails' section has checkboxes for 'Approval emails' and 'Rejection emails'. The 'Access' section has checkboxes for 'General (OPUser)' and 'Legal representative (OPLegal)'. A blue arrow points to the 'Add User' button at the bottom. Yellow circles highlight the 'User Information' and 'Personal Information' sections, and a yellow oval highlights the 'Access' section. A yellow arrow points from the 'Add User' button to the 'User Name' field.

**OCD Permitting**  
Home > User Management > New Users

**User Information**  
Please enter a user name for this user:  
User Name:   
Use an existing user name if you want to grant permission to a consultant or attorney, who is already an active user, to act for you.

**Personal Information**  
Please enter the NEW user's name, title, and contact information.  
First Name:  First name is required for a new user.  
Middle Initial:   
Last Name:  Last names are required for a new user.  
Title:   
Phone Number:   
Email Address:  Email is required to be able to reset your passwords.

**Receive Emails**  
Please select which automated emails this person should receive:  
 Approval emails  
 Rejection emails

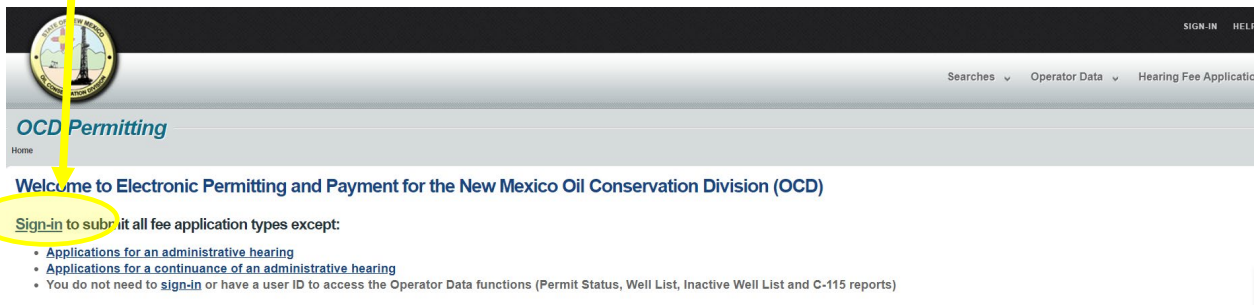
**Access**  
Please select which role/roles this person should have:  
 General (OPUser) : Allowed to create, submit & review operational forms. Can also change and confirm operator contact information.  
 Legal representative (OPLegal) : Allowed to create, submit, & review legal requests and motions.  
Note: If you are creating a new Operator Administrator (OPAdmin), please follow the process outlined [here](#).

**Add User**

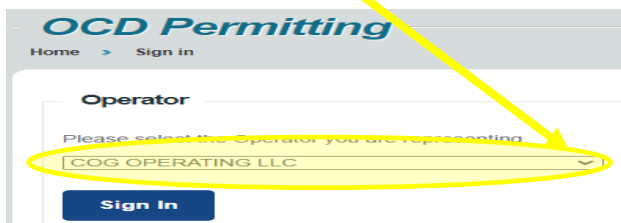
7. Make sure to email new user the username and let them know they can set up their password once they log into E-Permitting.

# OpAdmin and OPUser Non-Fee Document Submittal

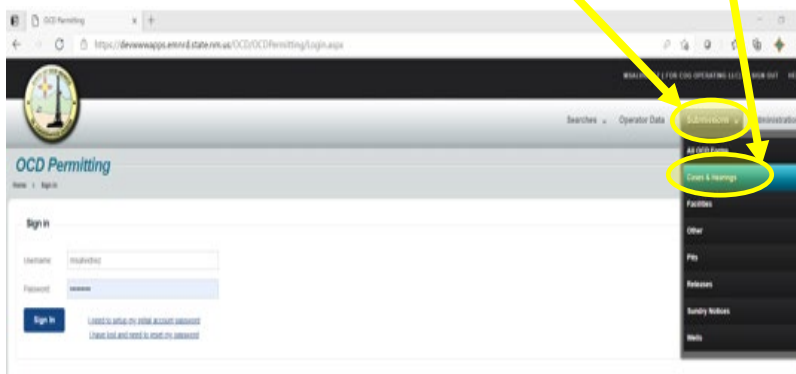
1. Sign-in to OCD Permitting:



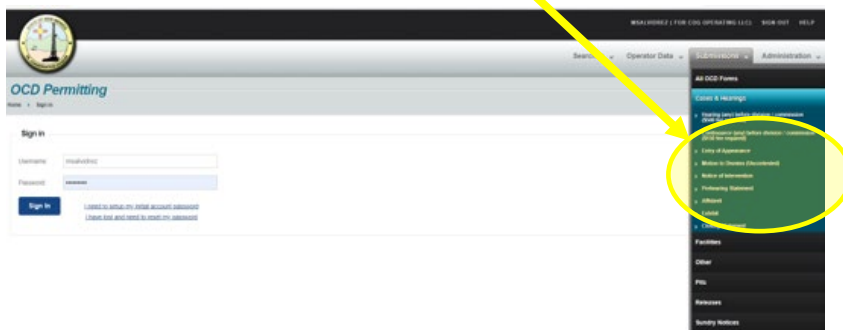
2. You will have a drop-down menu with a list of operators you have permissions for:



3. On the upper right corner click Submissions tab>Cases & Hearings:



4. Select the type of document being submitted:



5. Click on the blue box (for this illustration, I have selected *Entry of Appearance*):

The screenshot shows the 'OCD Permitting' web application interface. At the top, there is a breadcrumb trail: Home > Submissions > Cases & Hearings > Entry of Appearance. Below this, there is a 'Status:' dropdown menu set to 'Draft Application'. A table with columns: PO Number, Type, ID, Status, Fee Amount, Payment Type, Created, Submitter \*, and Modified is visible. A blue button labeled 'New APPEARANCE Application' is highlighted with a yellow oval. A yellow arrow points from the text above to this button.

Enter information needed:

The screenshot shows the 'Submit Non-Fee Entry of Appearance (APPEARANCE)' form. At the top, a yellow banner contains an information icon and the text: 'More information is required before this application can be processed further. Submission contact details indicate: Law Firm required for submission. Required ID(s) indicate: Case File Number required for submission. Application attachments indicate: Attachment(s) required to proceed.' Below this, the form title is 'Submit Non-Fee Entry of Appearance (APPEARANCE)' and a note states: 'For requests for hearing and requests for continuance, only one application/case number can be submitted per fee application.' The form is divided into three main sections: 1. 'Submission Contact, Application, Fee and Payment Details' containing fields for Attorney First Name (Marlene), Attorney Last Name (Salvidrez), Email (marlene.salvidrez@state.nm.us), Law Firm, Application Status (Draft Application), and Fee Amount (\$0.00). It includes an 'Edit Submission Contact Details' button and a yellow error message: 'Law Firm required for submission.' 2. 'Application Details' containing an 'Add Case File Number' button and a yellow error message: 'Case File Number required for submission.' 3. 'Method of submission' containing an 'Upload Application:' section with an 'Add Application Attachments' button and a yellow error message: 'Application attachments indicate: Attachment(s) required to proceed.' At the bottom, there is a notice about the user's responsibility to verify uploaded files and a list of instructions: 'If your upload is successful and your application or attachments contains fillable fields, use the link above to verify all the fields are being populated appropriately.', 'If the fields in your file(s) are not being populated after uploading, we recommend using your editing software to flatten or restrict the editing options on your file(s) prior to uploading.', and 'Use the delete link to remove any attachment and re-upload a new file; only the current attachment(s) is submitted for review.' At the very bottom, there are 'Submit to OCD' and 'Delete' buttons.

6. Once pertinent information is entered click Submit to OCD:

**OCD Permitting**

Home > Submissions > Cases & Hearings > Entry of Appearance > Submit Application

### Submit Non-Fee Entry of Appearance (APPEARANCE)

For requests for hearing and requests for continuance, only one application/case number can be submitted per fee application.

**Submission Contact, Application, Fee and Payment Details**

Attorney First Name: Marlene      Application Status: Draft Application  
Attorney Last Name: Salvidrez      Please call (505) 475-3441 or email ocd.fees@state.nm.us for support.  
Email: marlene.salvidrez@state.nm.us  
Law Firm: Mar Law Firm      Fee Amount: \$0.00

[Edit Submission Contact Details](#)

**Application Details**

Type	ID	
Case File Number	21203	<a href="#">Delete</a>

**Method of submission**

Upload Application:

Attachment Type (Description) Tag(s)	Original Uploaded File Name	
Entry of Appearance <a href="#">Add Tag</a>	<a href="#">Case No. 21203 Entry of Appearance Mar Law Firm.pdf (32.3 Kb)</a> <a href="#">Replace File</a>	<a href="#">Delete</a>

[Add Application Attachments](#)

Notice: It is your responsibility to verify that your uploaded application and attachments are complete and attached successfully.

- If your upload is successful and your application or attachments contains fillable fields, use the link above to verify all the fields are being populated appropriately.
- If the fields on your file(s) are not being populated after uploading, we recommend using your editing software to flatten or restrict the editing options on your file(s) prior to uploading.
- Use the delete link to remove any attachment and re-upload a new file; only the current attachment(s) is submitted for review.

[Submit to OCD](#)   [Delete](#)

# OPLegal Non-Fee Document Submittal

## 1. Sign-in to OCD Permitting:

Home

Searches ▾ Operator Data ▾ Hearing Fee Applicatio

### OCD Permitting

Home

Welcome to Electronic Permitting and Payment for the New Mexico Oil Conservation Division (OCD)

Sign-in to submit all fee application types except:

- Applications for an administrative hearing
- Applications for a continuance of an administrative hearing
- You do not need to sign-in or have a user ID to access the Operator Data functions (Permit Status, Well List, Inactive Well List and C-115 reports)

## 2. You will have a drop-down menu with a list of operators you have permissions for:

Home > Sign in

### OCD Permitting

Operator

Please select the Operator you are representing.

DEVON ENERGY PRODUCTION COMPANY, LP ▾

Sign In

## 3. Click *File New* on the bottom left corner of the screen:

MSALVIREZ (FOR DEVON ENERGY PRODUCTION COMPANY, LP) SIGN OUT HELP

Searches ▾ Operator Data ▾ Administration ▾

### OCD Permitting

Home

#### Open Cases

Case No.	Title	Status
21820	Amend Order No. R-21022-A, Sneaky Snake 24 Fed Com	Open
21829	Amend Order No. R-21081-A, Sneaky Snake 24 Fed Com	Open
21873	Horizontal spacing and protraction unit and compulsory pooling, Lone Tree Draw 14-13 State Com	Open
21872	Amend Order R-21562	Open
21871	Compulsory pooling, Brandle 15-3 Fed Com	Open
21503	Amend Order R-21460 for a Standard Spacing Unit, Bora Bora 13-24 Fed Com 212H	Taken Under Advisement
21103	Compulsory pooling, Ballog 11-2 Fed State Com	Taken Under Advisement
20845	Salt water disposal well, Sand 18 Federal No. 001	Taken Under Advisement

This is a list of all year-end open (not closed/denied) cases. [Advanced Case Search](#)

#### Open Requests

Application Id	Case No.	PO Number	Type	Status	Created	Modified	
13225		U/A116-201228-PREHEA	PREHEARING	Draft Application	12/29/2020	12/29/2020	<a href="#">Edit</a>

This is a list of all open requests (not approved/denied) filed in the last year.

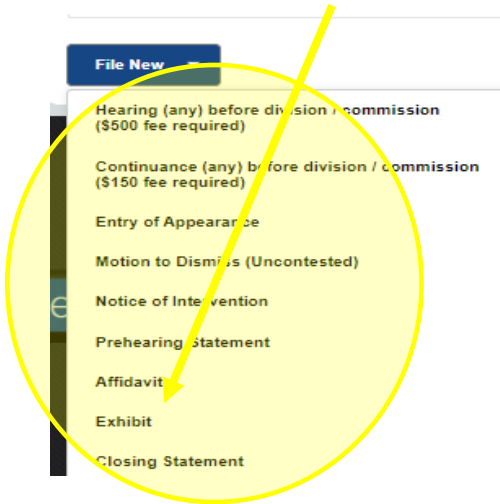
#### Recently Closed Request

Application Id	Case No.	PO Number	Type	Status	Created	Modified	
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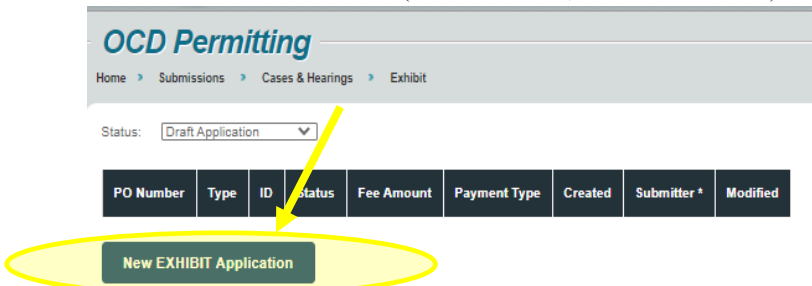
This is a list of all requests closed (approved/denied) in the last month.

File New ▾

4. Select the type of document being submitted:



5. Click on the blue box (for this illustration, I have selected *Exhibit*):



Enter information needed

**More information is required before this application can be processed further.**  
Submission contact details indicate: Law Firm required for submission.  
Required ID(s) indicate: Case File Number required for submission.  
Application attachments indicate: Attachment(s) required to proceed.

**Submit Non-Fee Exhibit (EXHIBIT)**  
For requests for hearing and requests for continuance, only one application/case number can be submitted per fee application.

**Submission Contact, Application, Fee and Payment Details**

Attorney First Name: Marlene  
Attorney Last Name: Salvidrez  
Email: marlene.salvidrez@state.nm.us  
Law Firm:  
Application Status: Draft Application  
Please call (505) 475-3441 or email ocd fees@state.nm.us for support.  
Fee Amount: \$0.00

[Edit Submission Contact Details](#)

**Law Firm required for submission.**

**Application Details**

[Add Case File Number](#)

**Case File Number required for submission.**

**Method of submission**

Upload Application:  
[Add Application Attachments](#)

**Application attachments indicate: Attachment(s) required to proceed.**

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- Use the delete link to remove any attachment and re-upload a new file; only the current attachment(s) is submitted for review.

[Submit to OCD](#) [Delete](#)



6. Once pertinent information is entered click Submit to OCD:

**OCD Permitting**

Home > Submissions > Cases & Hearings > Exhibit > Submit Application

### Submit Non-Fee Exhibit (EXHIBIT)

For requests for hearing and requests for continuance, only one application/case number can be submitted per fee application.

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#### Submission Contact, Application, Fee and Payment Details

Attorney First Name: Marlene      Application Status: Draft Application  
Attorney Last Name: Salvidrez      Please call (505) 475-3441 or email ocd.fees@state.nm.us for support.  
Email: marlene.salvidrez@state.nm.us  
Law Firm: Mar Law Firm      Fee Amount: \$0.00

[Edit Submission Contact Details](#)

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#### Application Details

Type	ID	
Case File Number	21203	<a href="#">Delete</a>

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#### Method of submission

Upload Application:

Attachment Type (Description) Tag(s)	Original Uploaded File Name	
Exhibit <a href="#">Add Tag</a>	<a href="#">Case No. 21203 Exhibit Mar Law Firm.pdf (32.3 Kb)</a> <a href="#">Replace File</a>	<a href="#">Delete</a>

[Add Application Attachments](#)

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[Submit to OCD](#)   [Delete](#)