

State of New Mexico  
Energy, Minerals and Natural Resources Department

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**Michelle Lujan Grisham**  
Governor

**Sarah Cottrell Propst**  
Cabinet Secretary

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Deputy Cabinet Secretary

**Adrienne Sandoval**, Division Director  
**Oil Conservation Division**



## **NOTICE**

### **Filing of Documents in OCD and OCC Cases**

**May 28, 2021**

All filings by participants in cases before the Oil Conservation Division (OCD) and the Oil Conservation Commission (OCC) shall be accomplished through the OCD E-Permitting system (<https://wwwapps.emnrd.state.nm.us/ocd/ocdpermitting/>). This requirement includes applications for hearing, entries of appearance, motions, exhibits and all other pleadings. For further instructions on how to use the OCD E-Permitting system, consult this guidance [[link](#)] or contact Marlene Salvidrez at [marlene.salvidrez@state.nm.us](mailto:marlene.salvidrez@state.nm.us) or (505) 469-5527.

This method of filing will become mandatory as of June 14, 2021. Failure to comply with this filing process shall result in the rejection of filings.

Filing through the E-Permitting system eliminates the need to file multiple copies of pleadings provided in 19.15.4.13(A) NMAC. For filings that pertain to several cases, a filing must be made for each case. Parties must continue to provide service of all pleadings to other parties in a case as provided in 19.15.4.13(A) NMAC.

A person seeking to submit correspondence or provide non-technical written comments in a case may do so by emailing them to the Division Clerk at [OCD.hearings@state.nm.us](mailto:OCD.hearings@state.nm.us) or to the Commission Clerk at [OCC.hearings@state.nm.us](mailto:OCC.hearings@state.nm.us). The case number must be included in the title of the e-mail message.

This Notice supersedes instructions that pertain to filing in OCD and OCC cases which are contained in the OCD Notice dated November 20, 2020 (“Electronic Submittal of OCD and OCC Correspondence”).