

RRC CASES

RAILROAD COMMISSION OF TEXAS 4TH CASE ADMINISTRATION SERVICE ELECTRONIC SYSTEM



RRC CASES Online Portal October 2020



Power Point Presentation



This presentation is available for download from the RRC website at <https://rrc.texas.gov/hearings/rrc-cases-webinar/>.

User Access Information



allows users to access and add
information into dockets about

Oil and Gas

Alternative Fuels

Gas Services

Pipeline Safety

Surface Mining

Online Portal



Online Portal Hearings Division

RRC Website Home Page



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Railroad Commission of Texas

COVID-19 Agency News

With the Governor's disaster declaration and Executive Order related to the novel coronavirus (COVID-19) and his direction to state agencies to provide flexible work and telework policies to employees, the RRC will maintain limited skeleton crews at the William B. Travis building (WBT) and district/regional offices, with other employees telecommuting. This is in effect **Tuesday, March 17 until further notice**.

Important Note for In-person Filings

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The Railroad Commission serves Texas through:

- our stewardship of natural resources and the environment;
- our concern for personal and community safety; and
- our support of enhanced development and economic vitality for the benefit of Texans.

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What We Do



Commissioners



Chairman Wayne Christian



Commissioner Christi Craddick



Commissioner Ryan Silton

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[RRC Online Inspection Lookup](#)


[Data - Online Research Queries](#)

[Frequently Asked Questions - FAQs](#)


CASES Landing Page (1 of 2)



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RAILROAD COMMISSION OF TEXAS CASE ADMINISTRATION SERVICE ELECTRONIC SYSTEM

[Find a Case](#)

[Upload a Document to a Docketed Matter](#)

Useful Links


- [RRC CASES User Guide](#)
- [Authenticated User Request Form](#)

The Railroad Commission of Texas' Case Administration Service Electronic System (RRC CASES) allows you to search and view the agency's case information online, including processed case documents. The case information is updated throughout the day.

Authenticated users may also log into RRC CASES to submit documents for filing in dockets created in RRC CASES. To become an authenticated user, you must request access. Documents only may be uploaded to dockets created in RRC CASES. To identify if a docket was created in RRC CASES, the docket number is in the following format:

Oil & Gas Dockets <ul style="list-style-type: none">OG-YR-0000XXXXExample: OG-20-00001234	Gas Services Dockets <ul style="list-style-type: none">OS-YR-0000XXXXExample: OS-20-00001234	Surface Mining & Reclamation Dockets <ul style="list-style-type: none">MR-YR-0000XXXXExample: MR-20-00001234
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For all dockets not created in CASES, please continue to refer to our website for [Proposals for Decisions and Final Orders](#).




Introducing RRC CASES


CASES Landing Page (2 of 2)



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Hearings – CASES Landing Page (1 of 2)



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Search... Login




This application allows you to electronically search RRC dockets and cases, review and submit filings for CASES, and pay administrative penalties.

For instructions on how to use RRC CASES, click here.

Forms Available for Download:

- Authenticated User Request Form
- Hearing Request Form
- Prehearing Request Form
- Appearance Slip Form
- Electronic Consent Form

CASES 
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Find a Case Hearings Calendar

For assistance with RRC CASES, please see the [RRC CASES instructions](#). If you have a specific question that the instructions do not address, contact publiccasaint@rrc.texas.gov.


Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur.

Find a Case Button



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CASES 
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Find a Case **Hearings Calendar**


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Hearings Calendar Button



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Hearings Calendar



Calendar (Hearings Docket Calendar)
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Today ↑ ↓ October 2020 Month Print

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 27	28	29	30	Oct 1	2	3
	9 AM *REPUBLIC EES, LLC- DOCKET NO. 781 1:30 PM *CONOCODI 1:30 PM *PILOT WA	9 AM *PARSLEY ENI 9 AM *PILOT WATEI 1:30 PM BLACKBRU	9 AM *CAPROCK FIELD SERVICES LLC- DOCKET NOS. OG-20-000021 9 AM *MDC TEXAS OPERATOR LLC- DOCKET NOS. 08-0322181 ET AI 9 AM *DRILLOGIX E	9 AM *BASA RESOL 1:30 PM ELLIS SOLA	9 AM *JUNCTION R ...	
4	5	6	7	8	9	10
	9 AM *MUSTANG SWD OPERATING, LLC- D... 9 AM *JF TRUST- DI 9 AM *MILESTONE ...	9 AM *R360 ENVIRONMENTAL SOLUTIONS 1:30 PM *MIDSCO- 1:30 PM BLACKBEA	9 AM *PRIEST PETROLEUM CORPORATION- DOCKET NOS. OG-20-0 9 AM *KUDU MIDS 9 AM EP ENERGY EI	9 AM *SOLARIS WATER MIDSTREAM, LLC- I 9 AM *MIDCOAST C		
11	Oct 12	13	14	15	16	17
	9 AM *FORTRESS O 9 AM *BIRCH OPER 1:30 PM *RED PHEA	9 AM *MM KERMIT RANCH, LLC- DOCKET # 9 AM *CARIBBEAN 1:30 PM *SELECT EP	9 AM *HEROD, BILL	9 AM *COOK, KENNETH D. OPERATOR- DO 9 AM *DOUBLE DROP SWD, LLC- DOCKET N 9 AM *COOK, KENN ...	XTO ENERGY INC.- ...	
18	19	20	21	22	23	24
	9 AM *SCOUT ENER 9 AM DRIFTWOOD 12 PM BUSY ...	9 AM Conference 1:30 PM *CIMROD, 2 PM *GUD NO. 109	9 AM *GUD NO. 10988 9 AM *LAYNE SWD, LLC- DOCKET NOS. OGI 9 AM *GOODNIGHT	9 AM *X STONE ENI	9 AM *LAYNE SWD, 9 AM *PALO VERDE 9 AM *TITUS OIL &	
25	26	27	28	29	30	31
	9 AM *NGL WATER SOLUTIONS PERMIAN, I 9 AM *RANCHWATI 9 AM MAGNOLIA C 1:30 PM EXCO OPEI	9 AM *PRODUCED Y 9 AM MERIT ENERG	9 AM *DACO OPERATING, LLC- DOCKET NOS. OG-19-00001875 & 18 9 AM *CONOCOPH 9 AM *TESUQUE OI	9 AM *DOUBLE DRI 1:30 PM *ENFORCEI	9 AM *MATADOR P 1:30 PM CAPITAN E	

Mon, Oct 12

- 9:00 AM *FORTRESS OPERATING COM...
8 hrs
- 9:00 AM *BIRCH OPERATIONS, INC.- D...
3 hrs
12-126 Large Hearings Room
- 1:30 PM *RED PHEASANT LLC- DOCKE...
3.5 hrs
12-126 Large Hearings Room

Authenticated User Request Form (1 of 2)



Home Cases Visit RRC


Search... Login

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Forms Available for Download:

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- Hearing Request Form
- Prehearing Request Form
- Appearance Slip Form
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CASES 
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Find a Case Hearings Calendar

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Hearings Request Form



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Prehearing Request Form



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- Hearing Request Form
- **Prehearing Request Form**
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Appearance Slip Form Link



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Electronic Consent Form



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Hearings Tab



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Railroad Commission of Texas

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Despite Pandemic, Railroad Commission of Texas Outperforms Legislative Targets for Safety, Environmental Inspections
October 8, 2020


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Chairman Christi Craddick



Commissioner Ryan Sitton



Commissioner Wayne Christian

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- What's New at the RRC**
- RRC CASES
- New Data Visualization
- RRC Online Inspection Lookup
- Data - Online Research Queries
- Frequently Asked Questions - FAQs
- Maps - Public GIS Viewer
- Open Meetings / Conference Agendas
- RRC Locations
- Rules

Find a Case (Docket)



Home Cases Visit RRC

Search... Login




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CASES 
CASE ADMINISTRATION SERVICE ELECTRONIC SYSTEM

Find a Case **Hearings Calendar**

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Search Field Terms



The Last Four Digits of a Docket Number

The Eight Digit Case Number

The Year Filed

The Operator Name

The District Number

Type of Case

Keywords about a Case

Search Field



The screenshot shows the top navigation bar of the RRC CASES website. It includes a logo on the left, navigation links for "Home", "Cases", and "Visit RRC", a search bar on the right containing the number "2947" and a magnifying glass icon, and a "Login" button. A red arrow points to the search bar. Below the navigation bar, a central message reads: "To find a Case, please enter a value in the Search field above." A red-bordered box contains a list of example search terms: "Example search terms include:", "• Docket Number (only need last 4 digits)", "• Eight-digit Case Number (only need last 4 digits)", "• Year Filed", "• Operator Name", "• District", "• Type of case if indicated in the Subject/Style", and "• Any word contained in the Subject/Style". At the bottom of the page, there is a footer with assistance information and browser recommendations.

Home [Cases](#) [Visit RRC](#) [Login](#)

To find a Case, please enter a value in the Search field above.

Example search terms include:

- Docket Number (only need last 4 digits)
- Eight-digit Case Number (only need last 4 digits)
- Year Filed
- Operator Name
- District
- Type of case if indicated in the Subject/Style
- Any word contained in the Subject/Style

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Search Results



Home Cases Visit RRC Login

Search Results

- All
- Cases
- Case Documents
- Collapse List

Cases

5+ Results • Sorted by Relevance ▾ [View More](#)

DOCKET GROUP	HEARINGS FILING DATE YEAR	CASE NUMBER	STATUS	DATE/TIME OPENED	ORIGINATING DISTRICT	RULE NUMBER	BUSINESS AREA	CASE RECORD TYPE
OG - Oil and Gas	2020	00003439	Active	4/24/2020 6:54 PM	08-Midland		Oil and Gas	Hearings
OG - Oil and Gas	2020	00003177	Inactive	3/31/2020 8:46 PM	08-Midland		Oil and Gas	Hearings
OG - Oil and Gas	2020	00002499	Active	2/5/2020 9:45 PM	08-Midland		Oil and Gas	Hearings
OG - Oil and Gas	2020	00002104	Inactive	1/8/2020 1:40 AM	08-Midland		Oil and Gas	Hearings
OG - Oil and Gas	2019	00001109	Inactive	9/18/2019 3:43 PM	08-Midland		Oil and Gas	Hearings

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Classification Bar Information



Home Cases Visit RRC Login

Search Results

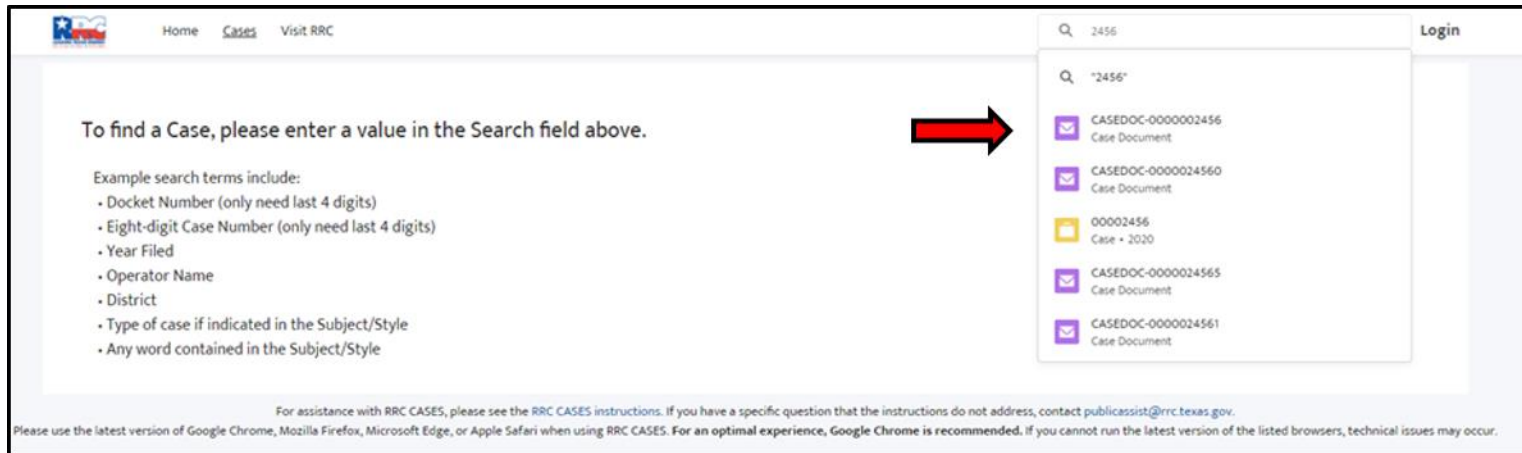
- All
- Cases
- Case Documents
- Collapse List

Cases 5+ Results • Sorted by Relevance ▼ [View More](#)

DOCKET GROUP	HEARINGS FILING DATE YEAR	CASE NUMBER	STATUS	DATE/TIME OPENED	ORIGINATING DISTRICT	RULE NUMBER	BUSINESS AREA	CASE RECORD TYPE
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Case Document Information



The screenshot shows the RRC CASES search interface. At the top, there are navigation links for "Home", "Cases", and "Visit RRC". A search bar contains the text "2456" and a "Login" button is visible on the right. Below the search bar, a dropdown menu displays search results for the query "2456". The results include several "Case Document" entries with IDs like "CASEDOC-000002456" and "00002456", along with a "Case - 2020" entry. A red arrow points from the search instructions to the search bar.

To find a Case, please enter a value in the Search field above.

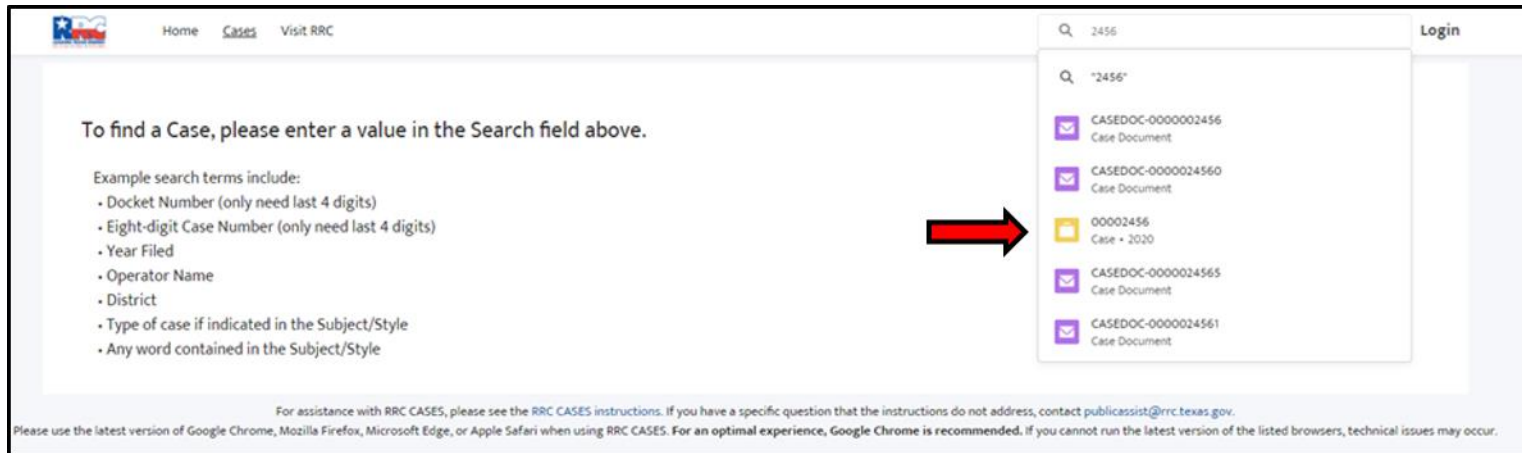
Example search terms include:

- Docket Number (only need last 4 digits)
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- Operator Name
- District
- Type of case if indicated in the Subject/Style
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Docket Information



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2456 Login

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Case Number



Home Cases Visit RRC

Q 2376 Online Portal Waldheim

Case Number
00002376

Party
TEST COMPANY

Originating District
01-Pampa

Date Transferred to Hearings

Status
Inactive

Hearing

Record Type
Hearings

Business Area
Oil and Gas

▼ Description

Hearings Subject / Style
THE APPLICATION OF TEST COMPANY (OPERATOR NO. 000000) TO CONSIDER AMENDING THE FIELD RULES FOR THE <FIELD NAME> FIELD, <COUNTY NAME(S)> COUNTY, TEXAS, DISTRICT 01

The records below are files you have submitted to Railroad Commission of Texas (RRC) Docket Services to be associated with this case. They are currently being reviewed by Docket Services. Once approved, they will appear in the Case Documents.

Files & Correspondence (0)

records below are files associated to this case.

Case Documents (3)

File Name	Document Type	Date Filed
Test Upload 3.txt	Other (with description)	
Test Upload.txt	Notice of Intent to Sever	
Test Upload 2.txt	Other (with description)	

View All

Upload Case File

Please be aware that all records, data, and information filed with the Commission are subject to the Texas Public Information Act (PIA), Texas Government Code, Chapter 552. Certain information is considered confidential under the PIA. For your own protection, do not upload confidential information to RRC CASES. Examples of confidential information include but are not limited to the following: driver's license information; social security numbers; credit card, debit card, or bank account information numbers; passwords or access codes; medical records or other personal health information; and personally identifying information (PII). PII is a combination of information that could be used to name or distinguish an individual from other individuals.

For instructions on submitting confidential information, refer to Commission Rule 1.168

By clicking "Next" I agree that I have read the above information.

Next

Party



Home Cases Visit RRC

2376 Online Portal Waldheim

Case Number: 00002376

Party: **TEST COMPANY**

Originating District: 01-Pampa

Date Transferred to Hearings:

Status: Inactive

Hearing:

Record Type: Hearings

Business Area: Oil and Gas

Description: THE APPLICATION OF TEST COMPANY (OPERATOR NO. 000000) TO CONSIDER AMENDING THE FIELD RULES FOR THE <FIELD NAME> FIELD, <COUNTY NAME(S)> COUNTY, TEXAS, DISTRICT 01

Upload Case File

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Test Upload.txt	Notice of Intent to Sever	
Test Upload 2.txt	Other (with description)	

View All

Hearing Date



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Q 2376 Online Portal Waldheim

Case Number
00002376

Party
TEST COMPANY

Originating District
01-Pampa

Date Transferred to Hearings

Status
Inactive

Hearing

Record Type
Hearings

Business Area
Oil and Gas

Upload Case File

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For instructions on submitting confidential information, refer to Commission Rule 1.168

By clicking "Next" I agree that I have read the above information.

Next

▼ Description

Hearings Subject / Style
THE APPLICATION OF TEST COMPANY (OPERATOR NO. 000000) TO CONSIDER AMENDING THE FIELD RULES FOR THE <FIELD NAME> FIELD, <COUNTY NAME(S)> COUNTY, TEXAS; DISTRICT 01

The records below are files you have submitted to Railroad Commission of Texas (RRC) Docket Services to be associated with this case. They are currently being reviewed by Docket Services. Once approved, they will appear in the Case Documents.

Files & Correspondence (0)

records below are files associated to this case.

Case Documents (3)

File Name	Document Type	Date Filed
Test Upload 3.txt	Other (with description)	
Test Upload.txt	Notice of Intent to Sever	
Test Upload 2.txt	Other (with description)	

View All

Hearings Subject/Style



Home Cases Visit RRC

2376 Online Portal Waldheim

Case Number: 00002376

Party: TEST COMPANY

Originating District: 01-Pampa

Date Transferred to Hearings:

Status: Inactive

Hearing:

Record Type: Hearings

Business Area: Oil and Gas

Upload Case File

Please be aware that all records, data, and information filed with the Commission are subject to the Texas Public Information Act (PIA), Texas Government Code, Chapter 552. Certain information is considered confidential under the PIA. For your own protection, do not upload confidential information to RRC CASES. Examples of confidential information include but are not limited to the following: driver's license information; social security numbers; credit card, debit card, or bank account information numbers; passwords or access codes; medical records or other personal health information; and personally identifying information (PII). PII is a combination of information that could be used to name or distinguish an individual from other individuals.

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By clicking "Next" I agree that I have read the above information.

Next

Description

Hearings Subject / Style

THE APPLICATION OF TEST COMPANY (OPERATOR NO. 000000) TO CONSIDER AMENDING THE FIELD RULES FOR THE <FIELD NAME> FIELD, <COUNTY NAME(S)> COUNTY, TEXAS, DISTRICT 01

The records below are files you have submitted to Railroad Commission of Texas (RRC) Docket Services to be associated with this case. They are currently being reviewed by Docket Services. Once approved, they will appear in the Case Documents.

Files & Correspondence (0)

records below are files associated to this case.

Case Documents (3)

File Name	Document Type	Date Filed
Test Upload 3.txt	Other (with description)	
Test Upload.txt	Notice of Intent to Sever	
Test Upload 2.txt	Other (with description)	

View All

Files & Correspondence



Files & Correspondence (3)

FILE AND CORRESPONDENCE ...	DOCUMENT TYPE	PARTY SUBMITTING DOCUMENT	CREATED DATE	
FILECORR-001873	Complaint	Attorney	12/16/2019 10:20 PM	▼
FILECORR-001874	Application	Attorney	12/16/2019 10:21 PM	▼
FILECORR-001875	Memo	Attorney	12/16/2019 10:21 PM	▼

[View All](#)

Files & Correspondence Preview



Files & Correspondence (3)

FILE AND CORRESPONDENCE ...	DOCUMENT TYPE	PARTY SUBMITTING DOCUMENT	CREATED DATE	
FILECORR-001873	Complaint	Attorney	12/16/2019 10:20 PM	▼
FILECORR-001874	Application	Attorney	12/16/2019 10:21 PM	▼
FILECORR-001875	Memo	Attorney	12/16/2019 10:21 PM	▼

[View All](#)

Box (1 of 2)



File & Correspondence Preview

box


Print Download

2 / 2

Navigation icons

Box (2 of 2)



 Case Document
CASEDOC-0000002679

Original File Name

Test Upload 2.txt

Document Type

Other (with description)

∨ Docket Services Intake Details

Filing Status

Reviewed/Accepted

Date Filed

Case

00002376

Party Submitting Document

Status Detail

A file preview may not be available for all file formats.

A screenshot of a file preview window from Box. The window has a grey header with the "box" logo on the left and printer and download icons on the right. The main content area is light grey and contains the text "TEST 2 TEST". A vertical scrollbar is visible on the right side of the window.

box

TEST 2 TEST



Logging In

How to Upload a Document


https://rrctx.force.com/resource/1516708830000/CASES_Online_Portal_Training

Authenticated User Request Form Link



Home Cases Visit RRC

Search... Login




This application allows you to electronically search RRC dockets and cases, review and submit filings for CASES, and pay administrative penalties.

For instructions on how to use RRC CASES, click here.

Forms Available for Download:

- Authenticated User Request Form
- Hearing Request Form
- Prehearing Request Form
- Appearance Slip Form
- Electronic Consent Form

CASES 
CASE ADMINISTRATION SERVICE ELECTRONIC SYSTEM

Find a Case Hearings Calendar

For assistance with RRC CASES, please see the RRC CASES instructions. If you have a specific question that the instructions do not address, contact publicassist@rrc.texas.gov.
Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur.

Authenticated User Request Form



August 2020

CASES Portal Authenticated User Form

Name: _____

Organization (Optional): _____

RRC P-5 Number (If Applicable): _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address (Required): _____

(An email address is required to be an authenticated user. The email address then becomes public record pursuant to Tex Gov't Code §552.137.)

CERTIFICATION

I declare that all electronic filings made pursuant to this designation will be in the manner prescribed by the Railroad Commission of Texas and will be compatible with the software, equipment, and facilities required by the Railroad Commission of Texas. All electronic filings will comply with any required procedures for participation in electronic filing.

I further declare that any filings which I make on behalf of another party will be made only if I have been authorized by that party to file on its behalf. I acknowledge that any filings made on behalf of an operator by me as an independent third party which are subsequently determined by the Commission to be made without the operator's authorization may result in the suspension or revocation of my authenticated user status, and/or the right to make any filings at the Commission on behalf of other parties.

NAME (Print): _____ TITLE: _____

SIGNATURE: _____ DATE: _____

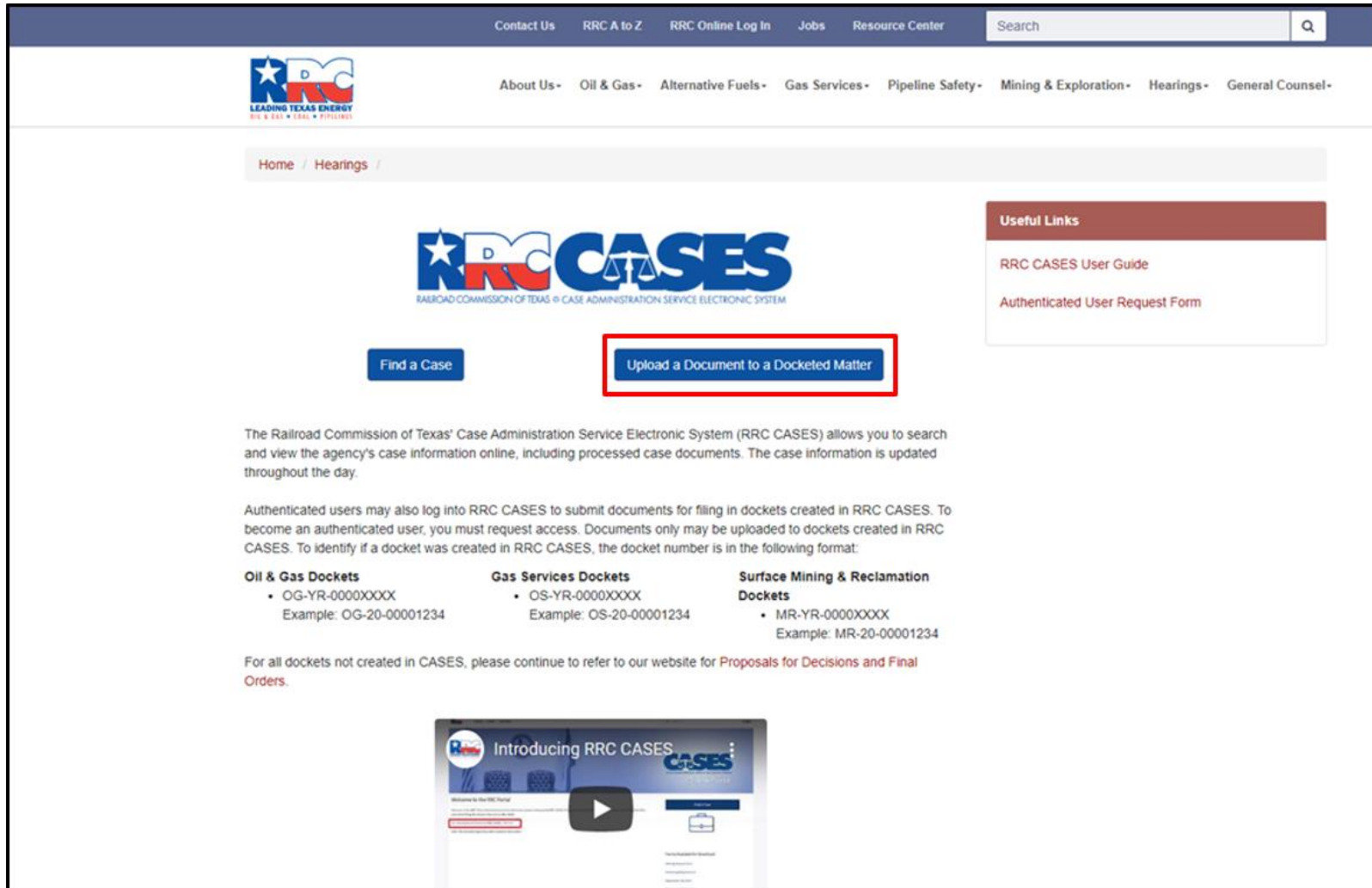
Send completed form by email to rrconline-security@rrc.texas.gov or by mail to the following address:

Railroad Commission of Texas
Information Technology Services
1701 North Congress Avenue
P.O. Box 12967
Austin, TX 78711-2967

Once you are established as a CASES Portal Authenticated User you will receive an e-mail from noreplyrrc@rrc.texas.gov.

All electronic filing information maintained at the Commission is subject to the Public Information (Open Records) Act, Chapter 552 of the Texas Government Code.

Upload to a Docketed Matter Link



The screenshot shows the RRC CASES website interface. At the top, there is a navigation bar with links for "Contact Us", "RRC A to Z", "RRC Online Log In", "Jobs", and "Resource Center", along with a search box. Below this is the RRC logo and a secondary navigation bar with links for "About Us", "Oil & Gas", "Alternative Fuels", "Gas Services", "Pipeline Safety", "Mining & Exploration", "Hearings", and "General Counsel". The main content area features a breadcrumb trail "Home / Hearings /", the "RRC CASES" logo, and two buttons: "Find a Case" and "Upload a Document to a Docketed Matter", with the latter highlighted by a red box. To the right, a "Useful Links" section contains "RRC CASES User Guide" and "Authenticated User Request Form". Below the buttons, there is explanatory text about the RRC CASES system and instructions for authenticated users. Three docket categories are listed: Oil & Gas, Gas Services, and Surface Mining & Reclamation, each with a bullet point and an example docket number. At the bottom, there is a video player titled "Introducing RRC CASES".

Contact Us RRC A to Z RRC Online Log In Jobs Resource Center Search

LEADING TEXAS ENERGY
OIL & GAS • COAL • PIPELINES

About Us • Oil & Gas • Alternative Fuels • Gas Services • Pipeline Safety • Mining & Exploration • Hearings • General Counsel

Home / Hearings /

RRC CASES
RAILROAD COMMISSION OF TEXAS • CASE ADMINISTRATION SERVICE ELECTRONIC SYSTEM

Find a Case Upload a Document to a Docketed Matter

Useful Links

- RRC CASES User Guide
- Authenticated User Request Form

The Railroad Commission of Texas' Case Administration Service Electronic System (RRC CASES) allows you to search and view the agency's case information online, including processed case documents. The case information is updated throughout the day.

Authenticated users may also log into RRC CASES to submit documents for filing in dockets created in RRC CASES. To become an authenticated user, you must request access. Documents only may be uploaded to dockets created in RRC CASES. To identify if a docket was created in RRC CASES, the docket number is in the following format:

Oil & Gas Dockets <ul style="list-style-type: none">OG-YR-0000XXXXExample: OG-20-00001234	Gas Services Dockets <ul style="list-style-type: none">OS-YR-0000XXXXExample: OS-20-00001234	Surface Mining & Reclamation Dockets <ul style="list-style-type: none">MR-YR-0000XXXXExample: MR-20-00001234
---	--	--

For all dockets not created in CASES, please continue to refer to our website for [Proposals for Decisions and Final Orders](#).

Introducing RRC CASES

Authenticated Log In



Username

Password

Log In

Remember me

[Forgot Your Password?](#)

Railroad Commission of Texas employee? [Log In](#)

Docket Number Examples



Oil & Gas Dockets

- OG-YR-0000XXXX
Example: OG-20-00001234

Gas Services Dockets

- OS-YR-0000XXXX
Example: OS-20-00001234

Surface Mining & Reclamation Dockets

- MR-YR-0000XXXX
Example: MR-20-00001234

Confidential Information Warning



Upload Case File

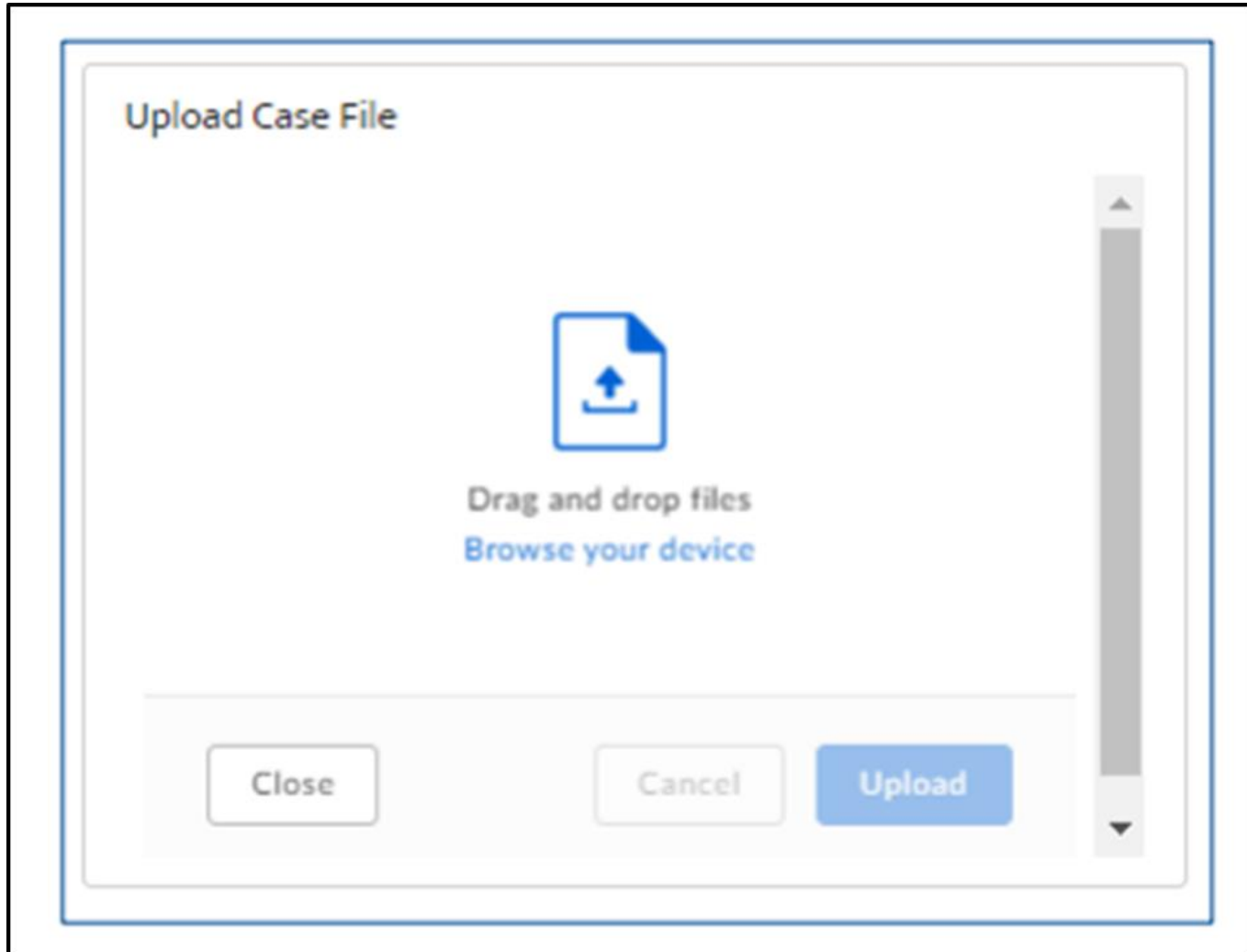
*Please be aware that all records, data, and information filed with the Commission are subject to the Texas Public Information Act (PIA), Texas Government Code, Chapter 552. Certain information is considered confidential under the PIA. **For your own protection, do not upload confidential information to RRC CASES.** Examples of confidential information include but are not limited to the following: driver's license information; social security numbers; credit card, debit card, or bank account information numbers; passwords or access codes; medical records or other personal health information; and personally identifying information (PII). PII is a combination of information that could be used to name or distinguish an individual from other individuals.*

For instructions on submitting confidential information, refer to [Commission Rule 1.168](#)

By clicking "Next" I agree that I have read the above information.

Next

Upload A Case File



How to Upload a Case File (1 of 2)



Upload Case File

You successfully uploaded your document to RRC CASES. It is now in the queue to be reviewed for filing by the Railroad Commission of Texas (RRC). For documents filed with Docket Services and Legal Enforcement, please note that your document must conform with 16 Texas Administrative Code (TAC) §§1.1-1.131 to be entered as filed. Once the document review process is completed, an email will be sent indicating the status of the uploaded document, or you may return to the RRC CASES upload screen to check the status of your document.

Documents filed with and accepted by Docket Services during normal RRC business hours will be considered filed on that day. Documents filed after normal RRC business hours and accepted for filing, will be considered filed the next business day. Any document that fails to conform with 16 TAC §§ 1.1-1.131 will not be accepted for filing by Docket Services.

Finish

How to Upload a Case File (2 of 2)



You successfully uploaded your document to RRC CASES. It is now in the queue to be reviewed for filing by the Railroad Commission of Texas (RRC). For documents filed with Docket Services and Legal Enforcement, please note that your document must conform with 16 Texas Administrative Code (TAC) §§1.1-1.131 to be entered as filed. Once the document review process is completed, an email will be sent indicating the status of the uploaded document, or you may return to the RRC CASES upload screen to check the status of your document.

Documents filed with and accepted by Docket Services during normal RRC business hours will be considered filed on that day. Documents filed after normal RRC business hours and accepted for filing, will be considered filed the next business day. Any document that fails to conform with 16 TAC §§ 1.1-1.131 will not be accepted for filing by Docket Services.

Files and Correspondence Record which initiated this email: <[link to document will be here](#)>

Document Intake Details



Box



Case Document
CASEDOC-0000002679

Original File Name

Test Upload 2.txt

Document Type

Other (with description)

Case

00002376

Party Submitting Document

▼ Docket Services Intake Details

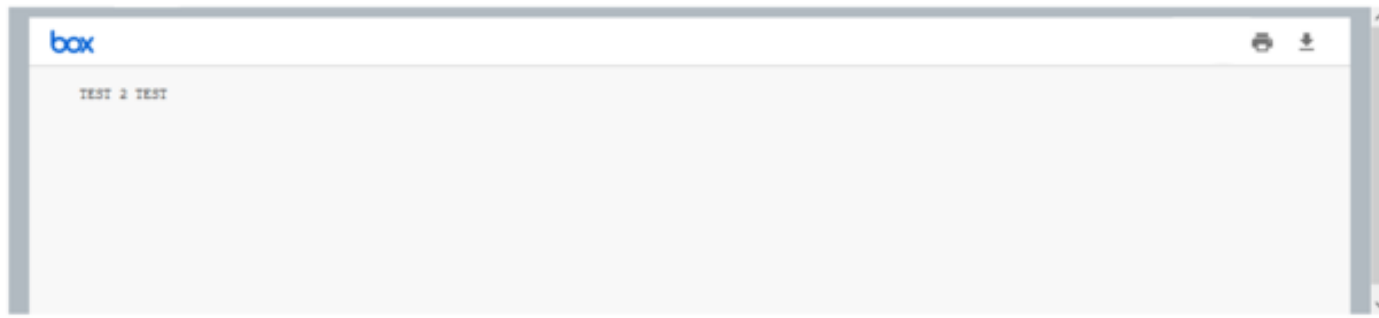
Filing Status

Reviewed/Accepted

Date Filed

Status Detail

A file preview may not be available for all file formats.



Hearings Contact Information



Hearings Division Contact Information

Street Address

1701 N. Congress
Austin, Texas 78701

Mailing Address

P.O. Box 12967
Austin, Texas 78711-2967

Phone and Fax

Hearings Division Main Phone No. 512-463-6848
Support Staff Main Phone No. 512-463-6924
Fax No. 512-463-6989

<https://rrc.texas.gov/hearings/hearings-division-contact-information/>



RRC CASES

Lorenzo Garza
November 2020



RRC CASES – OIL & GAS DIVISION



- Common hearing requests
- Who to send the request to
- What to provide
- Who can use
- Closing information



Field Operations- *Austin and District Offices*

- Violations that are not addressed within the specified time frame are referred to Legal Enforcement division.
- Operator request to contest violation via hearing are entered into CASES.





Technical Permitting- *Environmental Permitting, Engineering, Groundwater Advisory Unit and Underground Injection Control (UIC)*

- Water Protection (SWR 8) and Chapter 4 section B of the TAC- *Environmental Permitting*
- Disposal Wells (SWR 9)- *UIC*
- Disposal into Productive Reservoirs (SWR 46)- *UIC*
- Enhanced Oil Recovery Projects (SWR 50)- *UIC*



Technical Permitting- *Environmental Permitting, Engineering, Groundwater Advisory Unit and Underground Injection Control (UIC)*

- Flaring Exceptions (SWR 32)- *Engineering*
- New Field Discovery (SWR 41)- *Engineering*
- Good Faith Claim and Complaints- *All units*



Administrative Compliance- *P-5, Drilling Permits, Well Compliance, and Production Reporting*

- Organization Reports (SWR 1)- *P-5*
- Inactive Wells (SWR 15)- *P-5*
- Protested Well Spacing Exceptions (SWR 37)-
Drilling Permits
- Good Faith Claim and Complaints- *All units*



Administrative Compliance- *P-5, Drilling Permits, Well Compliance, and Production Reporting*

- Gas-Oil Ratio (SWR 49)- *Well Compliance*
- Most Efficient Rate (MER) – *Well Compliance*
- Amended Field Rules - *Well Compliance*
- Field Consolidations - *Well Compliance*

Letter Submitted Requesting a Hearing



**Administrative
Compliance:**

***Lorenzo Garza
Deputy Assistant Director
Administrative Compliance
P.O. Box 12967
Austin, Texas 78711-2967***

**Technical
Permitting:**

***Paul DuBois
Assistant Director
Technical Permitting
P.O. Box 12967
Austin, Texas 78711-2967***



Field Operations:

Address the request to the district field office that issued the violation. Use the link below to find the contact information for the district offices.

<https://www.rrc.state.tx.us/about-us/organization-activities/rrc-locations/>.

Supporting Documentation



- Service List (if applicable)
- Supporting Data
 - ✓ *geologic information*
 - ✓ *engineering reports*
 - ✓ *Plats or maps*
 - ✓ *Seismic information*
- Correspondence between applicant and Commission
- Language to appear in order if matter is approved





How can you use the RRC CASES system?

- Access approved by RRC
- If case has been created the authenticated user can attach supporting documentation
- Can track progress of the case
- Can review all documents associated to the case
- Pay fees or fines



How can you use the RRC CASES system?

- General Public
- Able to view resolution of closed cases
- Able to view associated documents to a closed case
- Can view status of a pending case
- Can view associated documents to a pending case

Accessing CASES



- <https://www.rrc.state.tx.us/hearings/rrc-cases/>
- <https://rrctx.force.com/s/find-a-case>

1. Enter CASES docket number
2. Operator name docket is associated to
3. Type of case
4. District
5. Key words

Oil & Gas Dockets

- OG-YR-0000XXXX

Closing Reminder



❖ Important Reminder:

Ex parte communications are prohibited in contested cases as provided in the APA and other applicable rules including the Texas Disciplinary Rules of Professional Conduct.

Each party shall provide all other parties with a copy of all documents submitted to an examiner.

The attachment of a certificate of service stating that a document was served on a party creates a rebuttable presumption that the named party was provided a copy.

Failure to provide a copy to all other parties may result in rejection and return of the document without consideration



CASES Webinar for Surface Mining and Reclamation Division

Cade Harris
November 2020





- Authenticated Users

A screenshot of a web browser displaying the RRC CASES website. The browser's address bar shows the URL "rrc.texas.gov/hearings/rrc-cases/". The website's navigation bar includes links for "Contact Us", "RRC A to Z", "RRC Online Log In", "Jobs", and "Resource Center", along with a search box. Below the navigation bar, there is a main menu with links for "About Us", "Oil & Gas", "Alternative Fuels", "Gas Services", "Pipeline Safety", "Mining & Exploration", "Hearings", and "General Counsel". The main content area features a breadcrumb trail "Home / Hearings /", a blue notification box about a webinar, and a "Useful Links" section. In the "Useful Links" section, the link "Authenticated User Request Form" is circled in red. Below this section is the "RRC CASES" logo and two buttons: "Find a Case" and "Upload a Document to a Docketed Matter". At the bottom of the page, there is a paragraph of text describing the RRC CASES system. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 9:05 AM on 10/14/2020.

MINERS (1 of 4)



- Notice of Violation

A screenshot of a Salesforce web browser window showing the details for a record with ID VIO-0000003633. The record is titled "Files & Correspondence FILECORR-003936". The details are organized into a table with two columns: "Field" and "Value".

Business Area or Division	Surface Mining	Mining Operator	Walnut Creek Mining Company
Document Type	Notice of Violation	Mine	Calvert Mine
Document Type of Other		Inspectable Unit	Calvert
Owner	Cade Harris	File Name	
Mining Permit	Permit No. 27H		
Exploration Permit			
Inspection Report Title			

Below the table, there is a section for "Correspondence Information" with fields for "Delivery Method" and "Sent Date/Time".

A screenshot of a Salesforce web browser window showing the same record as the previous image, but with a "File & Correspondence Preview" section. The preview shows a document titled "Notice of Violation No 136A" from the "RAILROAD COMMISSION OF TEXAS SURFACE MINING AND RECLAMATION DIVISION". The document includes the commission's logo and the following information:

NOTICE OF VIOLATION

Company: Westmoreland Jewett Mining, LLC (WJM)
Mine Name: Jewett Mine Permit No. 32G

The document also includes a "box" logo and a "SMD-NOV (0210)" stamp.

MINERS (2 of 4)



- Notice of Violation

A screenshot of a Salesforce web interface. The browser address bar shows a URL for a record in a Salesforce sandbox. The page title is "MINERS" and the record ID is "VIO-0000003633". The record is a "Notice of Violation" document. A "Mass Add Cases" dialog box is open in the foreground, containing a search form with fields for "Ready for Conference", "Conference Date", and "Related/Parent Case". The background shows the record details, including "Business Area or Division: Surface Mining", "Document Type: Notice of Violation", and "Owner: Cade Harris". The Windows taskbar is visible at the bottom, showing the time as 9:42 AM on 10/14/2020.

MINERS (3 of 4)



- Bond Release

The screenshot shows the Salesforce interface for a record with ID FILECORR-003939. The record is categorized under "Files & Correspondence". The "Details" section is expanded, showing the following information:

Business Area or Division	Surface Mining	Mining Operator	Texas Municipal Power Agency
Document Type	Other	Mine	Gibbons Creek V Mine
Document Type of Other	Bond Release Inspection Report	Inspectable Unit	Gibbons Creek V
Owner	Cade Harris	File Name	
Mining Permit	Permit No. 38D		
Exploration Permit			
Inspection Report Title	751.4-ac Bond Release Report		

Below the details, there is a section for "Correspondence Information" with fields for "Delivery Method" and "Sent Date/Time".

The screenshot shows a preview of a document within the Salesforce interface. The document is titled "File & Correspondence Preview" and is hosted on Box. The preview shows the header of a letter from the Railroad Commission of Texas, including the logo and the text "RAILROAD COMMISSION OF TEXAS". The document is viewed at 80% zoom and is 1/12 pages long.

MINERS (4 of 4)



- Bond Release

A screenshot of a Salesforce web browser interface. The browser address bar shows the URL: rrc.tx--minersdev.lightning.force.com/lightning/r/IETRS_Files_Correspondence__c/a0i3500000V7dNAAS/view?ws=%2Flightning%2Fr%2FIETRS_Inspection... The page title is "Sandbox: MinersDev". The Salesforce navigation bar includes the "MINERS" app icon and "Inspection Packages" with a dropdown menu showing "INSPPKG-000001...". The main content area displays a record for "FILECORR-003939" under "Files & Correspondence". A "Details" sidebar on the left shows fields: Business Area or Division (Surface Mining), Document Type (Other), Document Type (Bond Release Inspection of Other), Owner (Cade Harris), Mining Permit (Permit No. 38D), Exploration Permit, and Inspection Report Title (751.4-ac Bond Release Report). A "Correspondence Information" section is partially visible. A "Mass Add Cases" dialog box is open in the center, with the title "Mass Add Cases". It contains a section "Populate fields to assist search." with a checkbox for "Ready for Conference" (unchecked), a "Conference Date" field with a calendar icon, and a "Related/Parent Case" field. At the bottom of the dialog are "Cancel" and "Search" buttons. The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right shows the date and time: 10:09 AM, 10/14/2020.



- Permitting Section
MINERS
Equivalent
 - Similar storage and transmittal to MINERS
 - Technical Analyses, Correspondence, Significant Revisions, etc.

Contact Information



Email: mining@rrc.texas.gov

Phone: 512-463-6900



Oversight and Safety Division

Gas Services Cases

Claudia Godoy
November 2020





Comparison

- What is a case?
 - Stays in Gas Services
 - Case number example: 00001234
- What is a docket?
 - Initiated in Gas Services and administered by the Hearings Division
 - Docket number example: OS-YR-00001234



Case Types

- Abandonments
- Section 311 – Review of the Reasonableness of a Transportation Rate
- SOJ – Surrender of Jurisdiction
- GRIP – Interim Rate Adjustments

Docket Types

- Formal Complaints
- Statement of Intent to Change Rates
- Appeals from City Action



Filing Steps:

1. Must be an authenticated user.
2. Obtain a case number by contacting Gas Services.
3. File documents for review by Gas Services.

Benefits



- The RRC CASES System has many benefits. These benefits include:
 - easier access;
 - improved quality controls; and
 - improved efficiency.



Uploading Documents

- Upload one document at a time
- Do not submit confidential documents
- Successful upload verification email will be sent
- Gas Services staff will contact filer when staff uploads a document

Availability of Documents

- Case documents are available for public review after a case is closed
- Docket documents are available for public review as the documents are filed, reviewed, and approved by the Hearings Division

Resources



- RRC CASES <https://rrc.texas.gov/hearings/rrc-cases/>
 - [User Guide](https://rrctx.force.com/resource/1516708830000/CASES%20Online%20Portal%20Training)
<https://rrctx.force.com/resource/1516708830000/CASES Online Portal Training>
- Gas Services Dockets
<https://rrc.texas.gov/hearings/dockets/gas-utility-dockets/>
- Gas Services Neubus
<https://rrcsearch3.neubus.com/esd3-rrc/index.php?module=esd&action=keysearch&profile=14>

Contact Information



- Gas Services
 - Main line: 512-463-7167
 - Email: MOS@rrc.texas.gov
- Andrea Maxwell
 - Email: Andrea.Maxwell@rrc.texas.gov
- Claudia Godoy
 - Email: Claudia.Godoy@rrc.texas.gov



RRC CASES: Online Payment Portal

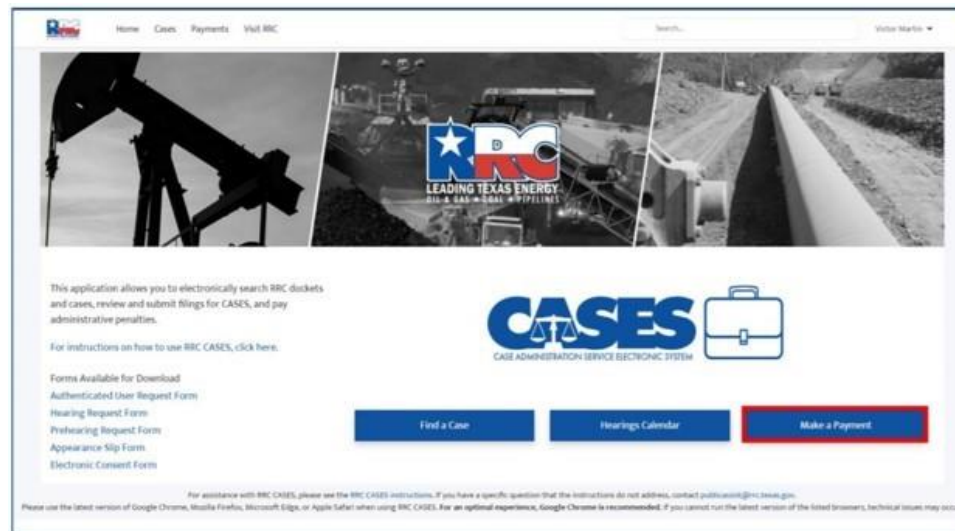
Megan Neal
November 2020



Online Payment Portal (1 of 3)



Administrative penalties for Legal Enforcement dockets can be paid through CASES.



Contact RRC Finance at rrcrevenue@rrc.texas.gov for more information.

Online Payment Portal (2 of 3)



Search for your Case and enter a payment amount.

Make a Payment

* Select a case

* Enter an amount:

Next

Confirm the Case number.

Make a Payment

You have picked Case [REDACTED]. Please confirm the details below before continuing.

Case Number: 00002830
Case Subject/Style: OIL & GAS NO. 00002830: ENFORCEMENT ACTION AGAINST [REDACTED] LEASE, WELL NO., FIELD, COUNTY, TEXAS, DISTRICT.
Operator Name: [REDACTED]
Operator Number: [REDACTED]

Previous Next

Online Payment Portal (3 of 3)



Select payment type.

The screenshot shows the "Payment Portal" interface for the Railroad Commission of Texas. At the top left is the RRC logo. The title "Railroad Commission of Texas" is centered at the top, with "Home" and "Home PDF" links on the right. Below the title is a progress bar with five steps: 1. Select Quantity (highlighted in yellow), 2. Contact Information, 3. Verify Information, 4. Pay Fee, and 5. Confirmation. Below the progress bar, the payment details are shown: "Payment No: 24" and "Docket No: 2030". A table lists the fees, and below it, the "Payment Type" is set to "Electronic Check". "Continue" and "Exit" buttons are at the bottom.

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00

Payment Type: Electronic Check Credit Card

Paying by Electronic Check (1 of 7)



Enter your contact information.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: 24
Docket No: 2830

First Name *	Test
Middle Name	
Last Name *	Contact
Company Name *	Test Company
Phone Number *	(555) 555-5555
Email Address *	test.contact@testcompany.test
Confirm Email *	test.contact@testcompany.test

Previous Continue Exit

Paying by Electronic Check (2 of 7)



Verify your information.

1 Select Quantity 2 Contact Information **3 Verify Information** 4 Pay Fee 5 Confirmation

Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Payment Id: 24
Docket No: ██████████

Name	TEST CONTACT
Company Name	TEST COMPANY
Phone Number	(555) 555-5555
Email	test.contact@testcompany.test

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00
Texas gov Price			\$ 500.00

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.004, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas gov Price. This online service is provided by Texas gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

[Previous](#) [Continue](#) [Exit](#)

Paying by Electronic Check (3 of 7)



Verify your payment type.

The screenshot shows the Railroad Commission of Texas payment interface. At the top, the logo and name "Railroad Commission of Texas" are displayed. Below this is a progress bar with four steps: 1. Payment Type (highlighted), 2. Customer info, 3. Payment info, and 4. Submit Payment.

The main content area is titled "Payment" and contains a "Payment Type" section. It features a dropdown menu labeled "Payment Type *" with "Electronic Check" selected. Below the dropdown is a checkbox labeled "Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ('IAT')." A green "Next >" button is positioned to the right of the checkbox.

Below the "Payment Type" section are sections for "Customer Information" and "Payment Info", both currently empty. A "Cancel" button is located at the bottom left of the form.

On the right side of the interface, there is a "Transaction Summary" section with a table:

Texas Gov Fee	\$500.00
Texas.gov Price	\$500.00

Below the summary is a "Need Help?" section with the text: "Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction."

Paying by Electronic Check (4 of 7)



Input your contact information.

Customer Information Complete all required fields [*]

Country
 ✓

First Name * ✓

Last Name * ✓

Address *
 ✓

Address 2
 ✓

City * ✓

State ✓

ZIP/Postal Code *
 ✓

Phone *
 ✓

[Next >](#)

Paying by Electronic Check (5 of 7)



Input your payment information.

Payment Info Complete all required fields [*]

Name on Account *
Test Contact ✓

Routing Number *
[Redacted] ✓

Account Number * ?
[Redacted] ✓

Re-enter Account Number *
[Redacted] ✓

Checking Savings

Pay _____

[Redacted] [Redacted] [Redacted]

012345678 Routing Number
01234567890 Account Number

Next >

Paying by Electronic Check (6 of 7)



Verify your authorization and complete the reCAPTCHA verification.

Payment Info ✓

[Edit](#)

Electronic Check Name on Account
[REDACTED] Test Contact

Terms and Conditions [Open a new window to print](#)


Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.

By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:

1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.

Yes, I authorize this transaction.

Verification

I'm not a robot  [Privacy](#) - [Terms](#)

Paying by Electronic Check (7 of 7)



You will be redirected to a Payment Confirmation page and an automated email confirmation will be set to the email address provided.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: [REDACTED]
Docket No: [REDACTED]

Name	TEST CONTACT
Company Name	TEST COMPANY
Phone Number	(555) 555-5555
Email	test.contact@testcompany.test

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00
Texas gov Price			\$ 500.00

Payment Information	
Payment Amount	\$500.00
Date and Time	07/23/2020 11:21:47 AM
Trace Number	[REDACTED]
Authorization Code	SUCCESS
Register Number	[REDACTED]

Paying by Credit Card (1 of 6)



Enter your contact information.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: 24
Docket No: 2830

First Name *	Test
Middle Name	
Last Name *	Contact
Company Name *	Test Company
Phone Number *	(555) 555-5555
Email Address *	test.contact@testcompany.test
Confirm Email *	test.contact@testcompany.test

Previous Continue Exit

Paying by Credit Card (2 of 6)



Verify your information.

1 Select Quantity 2 Contact Information 3 Verify Information **4 Pay Fee** 5 Confirmation

Summary of Created Fees (Register Number): [REDACTED]

Payment Id: [REDACTED]
Docket No: [REDACTED]

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00
Texas gov Price			\$ 511.51

Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information.

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.75(c), Texas Natural Resources Code: 113.004, 113.005, 113.093, 113.131, 113.163 and 116.072 Texas gov Price. This online service is provided by Texas gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas gov, which is provided by a third party in partnership with the State.

[Previous](#) [Make Payment](#) [Exit](#)

Note: When paying with a credit card, the address entered must match the billing address.

Paying by Credit Card (3 of 6)



Input your Billing Address.

The screenshot shows the Railroad Commission of Texas payment interface. The top navigation bar includes the RRC logo and the text "Railroad Commission of Texas". The main content area is divided into two columns. The left column is titled "Payment Type" and shows "Credit Card" as the selected option. Below this is the "Customer Information" section, which contains several input fields: "Country" (United States), "First Name" (TEST), "Last Name" (CONTACT), "Address" (Test), "Address 2", "City" (Austin), "State" (TX - Texas), "ZIP/Postal Code" (78701), and "Phone" ((555) 555-5555). Each field has a green checkmark indicating it is valid. A "Next" button is located at the bottom right of the form. The right column is titled "Transaction Summary" and shows a table with two rows: "Texas Gov Fee" for \$511.51 and "Texas.gov Price" for \$511.51. Below the summary is a "Need Help?" section with a message: "Please complete the Customer Information Section".

Transaction Summary	
Texas Gov Fee	\$511.51
Texas.gov Price	\$511.51












Paying by Credit Card (4 of 6)



Input your payment information.

Payment Info

Complete all required fields [*]

Credit Card Number * <input type="text" value="██"/>  	Credit Card Type    
Expiration Month * <input type="text" value="██"/> 	Expiration Year * <input type="text" value="██"/> 
Security Code * <input type="text" value="██"/>  	
Name on Credit Card * <input type="text" value="Test Contact"/> 	

[Next >](#)

Paying by Credit Card (5 of 6)



Verify your payment information and complete reCAPTCHA verification.


Payment Info ✓

[Edit](#)

Credit Card
MasterCard [REDACTED]
Exp [REDACTED]

Name on Credit Card
Test Contact

Verification

✓ I'm not a robot 
reCAPTCHA
[Privacy](#) [Terms](#)

[Cancel](#) [Submit Payment](#)

Paying by Credit Card (6 of 6)



You will be redirected to a Payment Confirmation page and an automated email confirmation will be set to the email address provided.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: 25
Docket No: 2830

Name	TEST CONTACT
Company Name	TEST COMPANY
Phone Number	(555) 555-5555
Email	test.contact@testcompany.test

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00
Texas gov Price			\$ 511.51

Payment Information	
Payment Amount	\$511.51
Date and Time	07/23/2020 11:39:24 AM
Trace Number	[REDACTED]
Authorization Code	[REDACTED]
Register Number	[REDACTED]

Questions?



Office of General Counsel
Legal Enforcement Section

Legal_Enforcement@rrc.Texas.gov

Questions?



Commissioner Contact Information



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Evaluation

- Please complete the evaluation available on the RRC website at <https://rrc.texas.gov/hearings/rrc-cases-webinar/>

Archive Video

- A link to the archive video of the webcast will be available on the same webpage.