

Instructions for Access to & Use of the OGB Hearings SharePoint Website

Access to the SharePoint Site:

Open an internet browser and enter the following:

Website address: <https://ogbstateal.us.sharepoint.com/sites/OGBHearings>

Security:

Access rules have changed and you will need to email estclair@ogb.state.al.us to be granted access.

Navigation & Use:

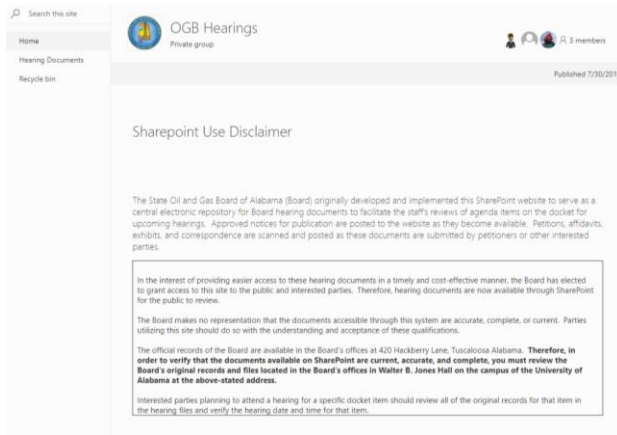


Figure 1

The Home Page contains the Home Page and Hearing Documents (Figure 1). Each user should read and understand the terms and conditions set forth in the SharePoint Use Disclaimer. To access the available documents for each hearing, click on the Hearing Documents link.

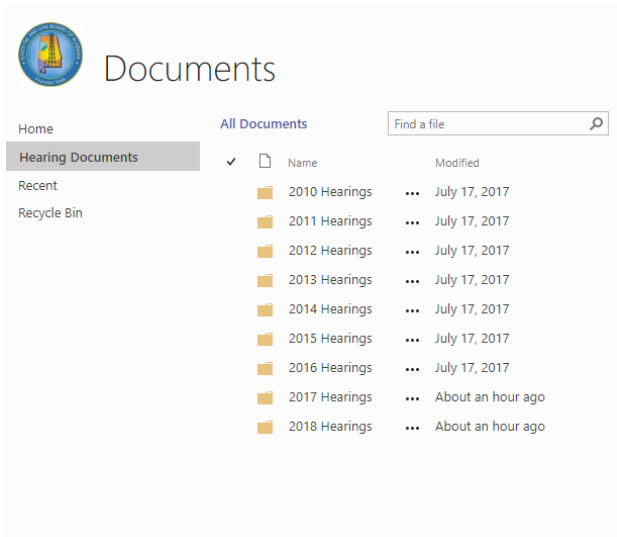


Figure 2

In the Folder View, the user will see a folder for each set of hearings organized by year (Figure 2). Click on the folder for a particular year to get a view of folders for hearings for that year. The user should note, and archive of all documents is not available here, and anything not included on the website can be requested by contacting the Oil and Gas Board.



Documents ▸ 2016 Hearings

Item	Name	
✓	2016 Special Hearing July 13	...
	2016 January 22 Emergency Hearing	...
	2016 Hearing September 13 and 15	...
	2016 Hearing November 1 and 3	...
	2016 Hearing May 10 and 12	...
	2016 Hearing March 8 and 10	...
	2016 Hearing December 13 and 15	...
	2016 Hearing August 2 and 4	...
	2016 Hearing February 2 and 4	...

The user will then see a folder for each hearings for the year they selected (Figure 3). Click on the folder for a particular set of hearings (e.g. “2017 Hearing May 16 and 18”). The user should note that not all hearing months will be available and only the most recently concluded hearings and the next upcoming hearing dates will be available for viewing.

Figure 3



2016 Hearings ▸ 2016 Hearing Septem

Item	Name	Hearing	Order No.	Status
✓	Item 05 _ 9-13-16-05	... Hearing Officer	2016-47	Granted
	Item 06 _ 9-13-16-06	... Board		Continued
	Item 08 _ 9-13-16-08	... Board	2016-48	Granted with Stipulations
	Item 07 _ 9-13-16-07	... Board		Continued
	Item 09 _ 9-13-16-09	... Board	2016-49	Dismissed without Prejudice
	Item 10 _ 9-13-16-10	... Hearing Officer	2016-50	Granted
	Item 04 _ 9-13-16-04	... Hearing Officer	2016-46	Granted
	Item 01 _ 9-13-16-01	... Hearing Officer	2016-44	Granted
	Item 02 _ 9-13-16-02	... Hearing Officer	2016-45	Granted

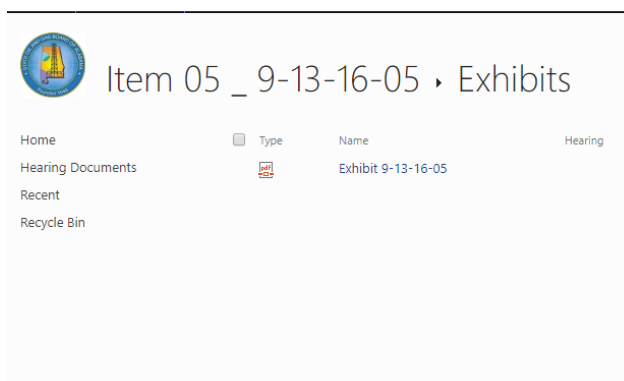
The Item View contains a list of petitions identified by agenda item number and docket number in the second column, entitled “Name” (Figure 4). Additional columns include information regarding item status, requested action summary, petitioner, attorney, field, and county. To view the available documents for a particular docket item, click on either the folder in the first column for that item or the “Name” in the second column. All the columns can be sorted by clicking on the icon beside the column heading

Figure 4



In the Supporting Documents View, the pre-filed documents are categorized by exhibits, petitions, opposition (if any), affidavits, and correspondence (if any) (Figure 5). As in the other Views, click on the folder in the first column to view the available documents in that category.

Figure 5



At the Document level, the list of documents will be displayed, generally with a brief description of each document. An example is displayed in Figure 6. Clicking on the icon next to the document title to be viewed will open that document in a PDF format.

Figure 6

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