

PRIVATE ACQUIRED OIL AND GAS LEASE SERIALIZATION CHECKLIST

Serial/Case Number: _____

Date Filed: _____

	ACTION	SURNAME / DATE
	Adjudication	
	Verify adequate legal descriptions (consult Cadastral if unable to map/locate)	
	Check lease terms to verify PAQ is valid	
	If issues are found, send explanatory letter to Lessee. Unless provided under state law or lease terms, cannot demand remedy from Lessee.	
	Recordation	
	Request a lease serial number/case file be generated by District Office responsible person	
	Create First Production Memo if PAQ is producing	
	Create LR2000 Serial Register Page (SRP) for PAQ	
	Update AFMSS as necessary	
	Internal Review/Authorization	
	Make note to the file of any missing items or discrepancies that Lessee refuse to remedy	
	Peer/Secondary Review (If Applicable)	
	Records Management	
	Copy ONRR with any correspondence	
	Update the case file to include: 1) copy of lease; (2) first production memo; and 3) record of mailing to Lessee, DO, SMA.	