



TONY ANAYA
GOVERNOR

STATE OF NEW MEXICO
ENERGY AND MINERALS DEPARTMENT
OIL CONSERVATION DIVISION
ARTESIA DISTRICT OFFICE

April 20, 1984

P.O. DRAWER DD
ARTESIA, NEW MEXICO 88210
(505) 748-1283

Jack J. Grynberg
5000 South Quebec, Suite 500
Denver, Colorado 80237

Re: Filing of Forms

Attention: Chris Pennels

Dear Mr. Pennels:

When filing forms on all state and fee wells, all copies are sent to the appropriate District Office, and distribution is made to Santa Fe after they have been approved by the District Supervisor. When copies are sent to Santa Fe, they are forwarded to us for our approval, making said approval more time consuming.

Also, we do not require a daily operator's report on a well. When submitting your C-103's, they should contain a brief description of work being done, filled in on the form.

When you file your Completion Report and the Request For Allowable, the information needed by our office will be on the forms.

If you have any questions, please contact our District Office.

Very truly yours,

A handwritten signature in cursive script, reading "Leslie A. Clements".

Leslie A. Clements
Supervisor District II

LAC/pw