



S&J Land Administration Services

A WHOLLY OWNED SUBSIDIARY OF STEPTOE & JOHNSON PLLC

Overview

StepToe & Johnson Land Administration Services offers comprehensive land administration and transitional support, allowing clients to focus on strategic goals. With expert knowledge and industry software, our team provides essential services in today's fast-paced environment.

We also collaborate with StepToe & Johnson PLLC's abstracting and legal teams to offer a complete, one-stop solution for land and title needs.

Areas of Focus

Lease Records Maintenance/Land System Management

- Document analysis and data entry
- Manage lease expirations, extensions, surrenders, and county releases
- Create reports, dashboards, and rental calendars
- Research rentals, miscellaneous lease payments, and shut-in royalties

Division Order Preparation and Administration

- Ownership calculations and division of interest
- Prepare and process division orders
- Customer care and landowner hotline
- Special projects (e.g., well setups, ownership changes, unclaimed property, and suspense research)

Renewable Support

- Draft and populate renewable lease options and other agreements and documents
- Maintain agreement data and obligations
- Process obligation and payment reports

Contract Administration

- Analyze joint operating agreements (JOAs), farmouts, planning and service areas (PSAs), and more
- Process participation elections
- Monitor contract compliance

Digital File Rooms

- Scan and digitize images into .pdf or requested format
- Organize land documents in digital file folder structure

Acquisition and Divestiture Due Diligence

- Prepare asset inventories
- Scrub records for title defects
- Draft defect reports

Department Support

- Special projects staffing and management
- Short- and long-term staffing backfill
- Land Administration Department best-practices consulting

Additional Services

- Data onboarding, assimilation, conversion, and system cleanup
- Establish new lease and tract structures from purchase and sale exhibits
- Divestiture data room setup and management (physical or virtual)
- GIS services
- Document drafting

Software Systems

- P2 Excalibur/Bolo/Upstream
- Pandell LandWorks
- Quorum Land, Land on Demand, Revenue Accounting, Division Order and Quorum GIS Mapping
- Enertia Lease Administration

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