

# Case Recordation Case Action Information Report

**Menu Option:** Pub CR Case Action Info

**Purpose:** This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different office for all or specific case types.

The report produces listings of cases or total number of cases based on a combination of required and optional criteria.

**Selection Criteria:** The criteria input for the report is found in the Public Case Recordation Reports menu grouping from the Reporting Application This report allows you to search on a combination of required and optional criteria.

The required criteria include: Admin State, Case Type, Action Date, and Action Code.

Additional criteria that can be used include Geo State, County, Case Disposition, Disposition Date, District, Resource Area, Admin Agency, Pending Org, and Commodity Code.

## Procedure:

1. Select **CR Case Action Info** from the reporting menu.

PUB CR CASE ACTION INFO (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

**MANDATORY CRITERIA**

<input checked="" type="checkbox"/>	Admin State *1
<input checked="" type="checkbox"/>	Casetype *2
<input checked="" type="checkbox"/>	Action Date *3
<input checked="" type="checkbox"/>	Action Code *4

**CHOOSE ANY OF THE FOLLOWING CRITERIAS**

<input type="checkbox"/>	Geo State
<input type="checkbox"/>	County
<input type="checkbox"/>	Case Disposition
<input type="checkbox"/>	Disposition Date
<input type="checkbox"/>	District
<input type="checkbox"/>	Resource Area
<input type="checkbox"/>	Admin Agency
<input type="checkbox"/>	Pending Org
<input type="checkbox"/>	Commodity Code

Select Criteria

2. Click to place a checkmark by the optional criteria you want to include in the search.
3. Click **Select Criteria** to specify search criteria values.

Return to Application Menu | Return to Report Menu | Return to Criteria Selection

**PUB CR CASE ACTION INFO (LR2000 PUBLIC REPORTS)**

Please Set the Limits You Would Like to Filter On

**MANDATORY CRITERIA**

Set	Admin State
Set	Casetype
Set	Action Code
Set	Action Date

**OPTIONAL CRITERIA**

Set	Geo State
Set	County
Set	Case Disposition
Set	Disposition Date
Set	District
Set	Resource Area
Set	Admin Agency
Set	Pending Org
Set	Commodity Code

**Note:** To change criteria selection, click Return to Criteria Selection.

**TIP:** To select multiple values for a criterion, enter each code separated by a comma in the text field or use the ALT key (for non-sequential items) or Shift key (for sequential items) and select multiple items in the list box. Click Close or click Set for another criterion to retain the search criteria.

***Identify the Required Information:***

4. Click **Set** for **Admin State** to specify the state in which to report case information.

Type the two-letter state code in the text field or select it from the list.

5. Click **Set** for **Casetype** to identify one or more case types.

This type of criteria selection provides the option between using an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and two text fields to enter all or part of the casetype code or text name. Select multiple by placing a comma between the entries.

Select “Begins With” from the scroll bar. In the “Enter Casetype Code” field type in one of the following codes. For this example, use 31 for O&G leases and agreements. Other case groups are:

- 28 – Rights-of-Way (communication, roads, etc)
- 29 – Use Leases and Permits – non-mineral (airports, storage, etc)

- 31 – Oil and Gas Leases and Agreements
- 32 – Geothermal Leases and Agreements
- 34 – Coal leases and Agreements
- 35 – Other solid mineral leases (phosphate, sulfur, potassium, gilsonite)
- 36 – Mineral Material (sand & gravel, community pits)
- 38 – Mining Claims

OR

Select the casetype value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

Close Casetype

Not

Begins With

Enter Casetype code

--- OR ---

Enter Casetype Text

--- OR ---

or Select Casetype

Sort Code Sort Desc

Select here to clear values

- 000000 - PUBLIC LAND (NO ACTION)
- 000445 - CONTEST-PRIVATE
- 000900 - PWRKS PERMIT-LEASE-ESMT
- 007500 - MISC NON-COUNT
- 007502 - ACQUIRED EASEMENT
- 009999 - TO BE DEFINED
- 161000 - RESOURCE MGT PLANNING

6. Click **Set** for **Action Date** to identify the range in which the action took place.

This type of criteria selection uses an operator (such as “between”) and a text field to enter a date.

- a. Enter a date in the text field.
- b. Click ✓ to place the name in the criteria list box, or X to remove the entered information from the text field.
- c. Add additional dates, as needed.
- d. Click **Select All** to use all entries as criteria. (Click **Remove** to remove an entry from the list box.)
- e. Click **Set** for **Action Code** to identify the action codes to include in the report.

Selection for these criteria works the same way as the Casetype criteria

Identify the operator and enter the action code(s) or textual name for the action in the text field OR select the action code(s) from the list box.

***Identify the Optional Information:***

7. Click **Set** for **Geo State** to limit the reporting of the administrative state to a smaller area.

If an Admin State has been selected, only the geo states associated with the admin state appear in the Geo State selection box. If the Admin State has not been selected yet, all states appear in the selection box.

Enter the two-letter state code(s) in the text field or select from the list box.

8. Click **Set** for **County** and narrow down the state search to one or more specific counties.

The counties that display in the list box are those associated with the selected admin state and geographic state (if identified).

This type of criteria selection provides the option between using an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and two text fields to enter all or part of the county code or county text name. Select multiple by placing a comma between the entries.

OR

Select the county from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

9. Click **Set** for **Case Disposition**.

Enter the numeric case disposition code or select the desired case disposition(s). Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria

10. Click **Set** for **Disposition Date** to identify the date range for the disposition.

This type of criteria selection uses an operator (such as “between”) and a text field to enter a date.

f. Enter a date in the text field.

- g. Click ✓ to place the name in the criteria list box, or X to remove the entered information from the text field.
- h. Add additional dates, as needed.
- i. Click **Select All** to use all entries as criteria. (Click Remove to remove an entry from the list box.)

11. Click **Set** for **District**.

The values displayed in the selection box are based on the selected administrative state and geographic state codes. Selection for these criteria works the same way as the County criteria.

Use an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and two text fields to enter all or part of the code or district text. Select multiple by placing a comma between the entries.

OR

Select the District value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

12. Click **Set** for **Resource Area**.

Selection for these criteria works the same way as the County criteria.

13. Click **Set** for **Admin Agency**.

Selection for these criteria works the same way as the County criteria.

14. Click **Set** for **Pending Org**.

Selection for these criteria works the same way as the County criteria.

15. Click **Set** for **Commodity Code**.

Use an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and the text field to enter all or part of the commodity code. Select multiple by placing a comma between the entries.

OR

Select the commodity code value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

**Select Report Format:**

<b>SELECT REPORT FORMAT</b>	
<input type="radio"/>	Pending Organizations
<input checked="" type="radio"/>	Action Code Totals
<input type="radio"/>	Casetype Totals
<input type="radio"/>	Casetype and Serial Number
<input type="radio"/>	Casetype, Action Code, Serial Number, without Remarks
<input type="radio"/>	Casetype, Action Code, Serial Number, with Remarks

16. Select the report format for the initial display of the report.

**Process Report:**

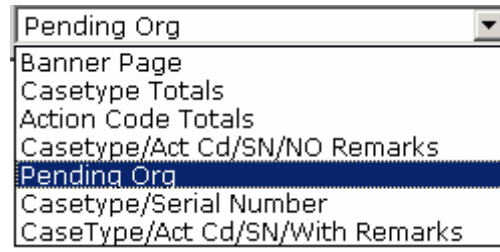
17. After selecting all criteria, click **Run Report**.

18. Click **OK** to confirm the report criteria.

If all required criteria have not been identified, a message specifies the criteria that must be set. Click OK, identify criteria values and run the report again.


When the report has finished processing, reporting based on the selected format displays. You have the following format options in which to view additional report information.

Select from the dropdown list at the top of the report to select report information :



**Print Report:**

To print the report, the report must first be converted into a pdf. Printing from the original display of the report will just print the information displayed in the report window.

1. Click the  (pdf) icon on the tool bar.

The system converts the information to Adobe Reader format, showing an hour glass while the conversion is processing.

2. When the pdf displays, click the printer icon or select File > Print.

**EXAMPLE:**

**Query:** *What authorized coal cases in North Dakota have a Diligence Due Date or Diligence Met action code?*

**Step 1 - Set Criteria**

**Set Admin Stat.**

Type "MT" into the edit field *or* select 'MT – MONTANA' from the list box.

**Set Casetype**

Select 'Begins with' from the operator field.

Type "34" in the text field.

**Set Action Code**

Type "317,318" into the edit field and click the green checkmark, *or*, select '317 – DILIGENCE DUE DATE' in the list box, hold down <Shift> and click on '318 – DILIGENCE MET'.

**Set Action Date**

Type "10/01/01" into the edit field and click the green checkmark.  
 Type "09/31/02" into the edit field and click the green checkmark.

**Set Geo State**

Type "ND" into the edit field *or* select 'ND – NORTH DAKOTA' from the list box.

Set Case Disposition".

Select 'AUTHORIZED' in the pull-down values field.

**Step 2 - Select Format**

Select the **Action Code Totals** Report Format.

**Step 3 - Run Report**

Click **Run Report** and confirm the selected criteria, when prompted.

When the processing has completed, the cursor will change from an hourglass back to an arrow, and the report for the Action Code Totals report displays:

<b>DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT Case Info - Action (Action Code Totals)</b>			
<b>Run Time/Date:</b> 03/15/05 02:26 PM			
<b>Admin State:</b> MT	Page 1		
<b>Geo State:</b> ND			
<b>Action Code/Title:</b> 317	<b>DILIGENCE DUE DATE</b>		
<u>Casetype</u>		<u>Action Codes</u>	<u>Cases</u>
340001	COAL LEASE	1	1
342505	NONREG COMP COAL LSE-LBA	5	5
348001	LOGICAL MINING UNIT	2	2
<b>Subtotals for action code 317:</b>		<b>8 Action Codes</b>	<b>8 Cases</b>
<b>Action Code/Title:</b> 318	<b>DILIGENCE MET</b>		
<u>Casetype</u>		<u>Action Codes</u>	<u>Cases</u>
340001	COAL LEASE	4	4
342505	NONREG COMP COAL LSE-LBA	5	5
348001	LOGICAL MINING UNIT	2	2
<b>Subtotals for action code 318:</b>		<b>11 Action Codes</b>	<b>11 Cases</b>
<b>Subtotals for Geo State ND:</b>		<b>19 Action Codes</b>	<b>12 Cases</b>
<b>Subtotals for Admin State MT:</b>		<b>19 Action Codes</b>	<b>12 Cases</b>
<b>Totals for Report:</b>		<b>19 Action Codes</b>	<b>12 Cases</b>

*Note:* To view the report data in additional formats, select from the drop-down list in the upper left area of the window.

DEPARTMENT OF THE INTERIOR  
 BUREAU OF LAND MANAGEMENT  
 Case Info - Action (Casetype Totals)

Run Time/Date : 03/15/05 02:40 PM

Page 1

Admin State : MT

Geo State : ND

Casetype		Cases	Action Codes	Case Acres
340001	COAL LEASE	4	5	2,835.050
342505	NONREG COMP COAL LSE-LBA	6	10	2,092.710
348001	LOGICAL MINING UNIT	2	4	5,882.640

Totals for Geo St ND - Action Codes : 19  
 Case Count: 12  
 Acres: 10,810.400

Totals for Admin St MT - Action Codes: 19  
 Case Count: 12  
 Acres: 10,810.400

Totals for Report - Action Codes: 19  
 Case Count: 12  
 Acres: 10,810.400

DEPARTMENT OF THE INTERIOR  
 BUREAU OF LAND MANAGEMENT  
 Case Info - Action (Casetype/Action Code/Serial Number)

Run Date/Time : 03/15/05 02:42 PM

Page 1

Admin State: MT

Geo State: ND

Casetype: 340001 COAL LEASE

Serial Number	Disposition	Act Cd	Action
NDM 0041765	AUTHORIZED	318	DILIGENCE MET
NDM 0043848	AUTHORIZED	318	DILIGENCE MET
NDM 0065329	AUTHORIZED	317	DILIGENCE DUE DATE
NDM 0065329	AUTHORIZED	318	DILIGENCE MET
NDM 0071813	AUTHORIZED	318	DILIGENCE MET

Case Type 340001 Subtotals:2,835.050 Acres 5 Action Codes 4 Cases

Casetype: 342505 NONREG COMP COAL LSE-LBA

Serial Number	Disposition	Act Cd	Action
NDM 081582	AUTHORIZED	317	DILIGENCE DUE DATE
NDM 081582	AUTHORIZED	318	DILIGENCE MET
NDM 085515	AUTHORIZED	317	DILIGENCE DUE DATE
NDM 085516	AUTHORIZED	317	DILIGENCE DUE DATE
NDM 085516	AUTHORIZED	318	DILIGENCE MET

NO WARRANTY IS MADE BY BLM  
 FOR USE OF THE DATA FOR  
 PURPOSES NOT INTENDED BY BLM

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Case Info - Action (Case Type/Serial Number Report)

Run Time/Date :03/15/05 02:44 PM  
Admin State: MT  
Geo State: ND

Page 1

**Casetype: 340001** COAL LEASE  
Serial Number  
NDM 0041765  
NDM 0043848  
NDM 0065329  
NDM 0071813

**Casetype 340001 Subtotals:** 4 Cases 2,835.050 Acres

**Casetype: 342505** NONREG COMP COAL  
Serial Number  
NDM 081582  
NDM 085515  
NDM 085516  
NDM 085517  
NDM 085537  
NDM 090783

**Casetype 342505 Subtotals:** 6 Cases 2,092.710 Acres

**Casetype: 348001** LOGICAL MINING UNI  
Serial Number  
NDM 083214  
NDM 083535

**Casetype 348001 Subtotals:** 2 Cases 5,882.640 Acres

**Geo State ND Subtotals:** 12 Cases 10,810.400 Acres

**Admin State MT Subtotals:** 12 Cases 10,810.400 Acres

**Report Totals:** 12 Cases 10,810.400 Acres

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Case Info - Action (Pending Organization Report)

Run Date/Time : 03/15/05 02:47 PM  
Admin State: MT  
Geo State: ND

Page 1

**Pending Organization: undefined**

<u>Serial Number</u>	<u>Case Type</u>	<u>Disposition</u>
<b>Pending Organization undefined Total: 0</b>		

**Pending Organization undefined Total: 0**

**Pending Organization: MT92113** BR OF SOLID MINERALS

<u>Serial Number</u>	<u>Case Type</u>	<u>Disposition</u>
NDM 085516	342505	AUTHORIZED

**Pending Organization MT92113 Total: 1**

**Geo State ND Pending Organization Total: 1**

**Admin State ND Pending Organization Total: 1**

**Report Pending Org. Total: 1**

**DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Case Info - Action (Case Type/Serial Number Report with Action Remarks)**

Run Time/Date 03/15/05 02:50 PM

Page 1

Admin State: MT

Geo State: ND

Case type: 340001 COAL LEASE

Serial Number	Disposition	Action Date	Code	Action	Action Remark
NDM 0041765	AUTHORIZED	06/30/198	318	DILIGENCE MET	DIL DEV MET
NDM 0043848	AUTHORIZED	04/30/198	318	DILIGENCE MET	DIL DEV MET;
NDM 0065329	AUTHORIZED	10/01/199	318	DILIGENCE MET	LMU EXTENDS DILIGENCE
NDM 0065329	AUTHORIZED	12/01/199	317	DILIGENCE DUE DATE	
NDM 0071813	AUTHORIZED	07/31/199	318	DILIGENCE MET	DIL DEV MET;

Case Type 340001 Subtotals: 2,835.050 Acres 5 Action Codes 4 Cases

Case type: 342505 NONREG COMP COAL LSE-LBA

Serial Number	Disposition	Action Date	Code	Action	Action Remark
NDM 081582	AUTHORIZED	12/31/199	318	DILIGENCE MET	MET DIL DEV;
NDM 081582	AUTHORIZED	12/31/200	317	DILIGENCE DUE DATE	
NDM 085515	AUTHORIZED	06/30/200	317	DILIGENCE DUE DATE	
NDM 085516	AUTHORIZED	11/30/199	318	DILIGENCE MET	MET DIL DEV;
NDM 085516	AUTHORIZED	06/30/200	317	DILIGENCE DUE DATE	
NDM 085517	AUTHORIZED	05/31/199	318	DILIGENCE MET	MET DIL DEV;
NDM 085517	AUTHORIZED	06/30/200	317	DILIGENCE DUE DATE	
NDM 085537	AUTHORIZED	03/31/199	318	DILIGENCE MET	MET DIL DEV;
NDM 085537	AUTHORIZED	06/30/200	317	DILIGENCE DUE DATE	
NDM 090783	AUTHORIZED	11/30/200	318	DILIGENCE MET	

Case Type 342505 Subtotals: 2,092.710 Acres 10 Action Codes 6 Cases

Case type: 348001 LOGICAL MINING UNIT

Serial Number	Disposition	Action Date	Code	Action	Action Remark
NDM 083214	AUTHORIZED	12/31/199	318	DILIGENCE MET	DIL DEV MET;
NDM 083214	AUTHORIZED	09/30/199	317	DILIGENCE DUE DATE	SV
NDM 083535	AUTHORIZED	11/30/199	318	DILIGENCE MET	
NDM 083535	AUTHORIZED	12/01/199	317	DILIGENCE DUE DATE	