

# Case Recordation Case Information Customer/Land Report

**Menu Option:** Pub CR Case Info Cust Land

**Purpose:** This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different offices for all or specific case types. Proprietor, Meridian, Township, Range and Section will be displayed in the report output. Case Sort with Actions lists action remarks.

The report produces listings of cases or total number of cases based on the selection criteria:

**Selection Criteria:** The criteria input for the report is found in the Public Case Recordation Reports menu grouping from the Reporting Application.

The required criteria include Admin State, Case Type, and one of the following: Action Code OR Case Disposition OR Action Code and Case Disposition.

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

## Procedure:

1. Select **CR Case Info Cust Land** from the reporting menu.

The screenshot shows a web-based selection criteria form. At the top, it says 'PUB CR CASE INFO CUST LAND (LR2000 PUBLIC REPORTS)' and 'Please Choose Which Criteria You Would Like to Filter On'. The form is divided into three main sections: 'MANDATORY CRITERIA', 'MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA', and 'CHOOSE ANY OF THE FOLLOWING CRITERIA'. The 'MANDATORY CRITERIA' section has two checked items: 'Admin State \*2' and 'Casetype \*3'. The 'MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA' section has three groups of options, each separated by a dashed red line with 'OR' in the middle. The first group has 'Case Disposition \*1'. The second group has 'Action Code \*1'. The third group has 'Action Code \*1 \*sub1' and 'Case Disposition \*1 \*sub1'. The 'CHOOSE ANY OF THE FOLLOWING CRITERIA' section has ten unchecked options: 'Geo State', 'County', 'Disposition Date', 'Action Date', 'District', 'Resource Area', 'Admin Agency', 'Pending Org', and 'Commodity Code'. At the bottom of the form is a blue button labeled 'Select Criteria'.

2. Click to select one of the required criteria groups that are separated by the --OR-- lines.

**Note:** Selecting either Action Code of Case Disposition in the third grouping results in the selection of both.

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

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

**PUB CR CASE INFO CUST LAND (LR2000 PUBLIC REPORTS)**

Please Set the Limits You Would Like to Filter On

**MANDATORY CRITERIA**

<input type="checkbox"/> Set	Admin State
<input type="checkbox"/> Set	Casetype
<input type="checkbox"/> Set	Action Code
<input type="checkbox"/> Set	Case Disposition

**OPTIONAL CRITERIA**

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

Note: To select different report criteria, click Return to Criteria Search.

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:***

5. Click **Set** for **Admin State** to specify the state in which to report information.  
Type the two-letter state code in the text field or select it from the list.
6. Click **Set** for **Casetype** to identify one or more case types.

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

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.

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.

7. 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.

8. 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

***Identify the Optional Information:***

9. 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.

10. 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.

Close County

Format: State and Three Digits  
ie. CO025

Not

Operator for the County Code

Enter County code

--- OR ---

Enter County Text

--- OR ---

or Select County

Sort Code Sort Desc

Select here to clear values

MT001 - BEAVERHEAD

MT003 - BIG HORN

MT005 - BLAINE

MT007 - BROADWATER

MT009 - CARBON

MT011 - CARTER

MT013 - CASCADE

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

Close Disposition Date

Example:  
07/10/1999,07/11/1999

Between

Enter Disposition Date

X ✓

Select All

Remove

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  $\checkmark$  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.)

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

Selection for these criteria works the same way as the Disposition Date criteria.

Identify the dates and click Select All to include the information as report criteria.

13. 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.

14. Click **Set** for **Resource Area**.

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

15. Click **Set** for **Admin Agency**.

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

16. Click **Set** for **Pending Org**.

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

17. 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:**

SELECT REPORT FORMAT	
<input checked="" type="radio"/>	Case No Action
<input type="radio"/>	Case With Action
<input type="radio"/>	Mer/Twp/Rng Sort
<input type="radio"/>	Dist/RA - No Action
<input type="radio"/>	County No Action
<input type="radio"/>	Admin Agency No Action
<input type="button" value="Reset"/>	<input type="button" value="Run Report"/>

18. Select the report format for the initial display of the run report.

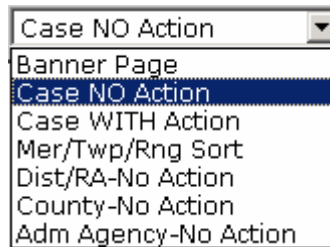
**Process Report:**

- 19. After selecting all criteria, click **Run Report**.
- 20. 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, you have the format options in which to view the report

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 oil and gas cases in Colorado have a future action code (247) between June 1, 1999 and Dec 31, 1999 with Fluid Minerals listed as the pending organization?*

**Step 1 - Set Required Criteria**

**Set Admin State**

Type “CO” into the edit field *or*, select ‘CO-COLORADO’ in the list box.

**Set Casetype**

Select ‘**Begins with**’ from the operator field.

Type "31".

Set **Action Code**

Type "247"

**Step 2 - Select Format**

Select the **Case No Action** 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 report format displays:

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
CASE RECORDATION  
Case Information - Customer/Land  
CASE NO ACTION

RunDate/Time: 03/31/05 09:26 AM Page 1

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Admin State: CO  
Case Group: 31  
Case Type 310911: O&G LSE SPECIAL ACT-ROW

<u>Serial Number</u>	<u>Mer Twp Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
COC 043909	06 0040N 0650	006	MARTIN EXPL MGT CORP	AUTHORIZED	247 FUTURE ACTION SUSPENSE	08/01/2004	5.420
<b>Total ACRES for Serial Number COC 043909:</b>					<b>5.420</b>		
COC 051588	06 0140S 0420	008	UNION PACIFIC RES CO MARATHON OIL CO	AUTHORIZED	247 FUTURE ACTION SUSPENSE	03/01/2008	25.070
<b>Total ACRES for Serial Number COC 051588:</b>					<b>50.140</b>		
<b>Total for Casetype 310911:</b>				<b>55.560 Acres</b>	<b>3 Cases</b>		
<u>Serial Number</u>	<u>Mer Twp Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
COC 004231	23 0350N 0130	007	MESA VERDE ENE INC	CLOSED	247 FUTURE ACTION SUSPENSE	09/18/1985	750.470

Note: To view the report data in a different format, select it from the drop-down list.

## Case WITH Actions

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
CASE RECORDATION  
Case Information - Customer/Land  
CASE WITH ACTION

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Admin State: CO

Case Group: 31

Case Type 310911: O&G LSE SPECIAL ACT-ROW

Serial Number: COC 043909

<u>Mer Twp Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
06 0040N 0650W	006	MARTIN EXPL MGT CORP	AUTHORIZED	247 FUTURE ACTION SUSPENSE	08/01/2004	5.420

<u>Action Code</u>	<u>Action Text</u>	<u>Action Date</u>	<u>Action Remarks</u>
247	FUTURE ACTION SU	08/01/2004	SEND EXPIRE NOTI

Total ACRES for Serial Number COC 043909: 5.420

Serial Number: COC 051588

<u>Mer Twp Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
06 0140S 0420W	008	UNION PACIFIC RES CO MARATHON OIL CO	AUTHORIZED	247 FUTURE ACTION SUSPENSE	03/01/2008	25.070

<u>Action Code</u>	<u>Action Text</u>	<u>Action Date</u>	<u>Action Remarks</u>
247	FUTURE ACTION SU	03/01/2008	EXP NOTICE

Total ACRES for Serial Number COC 051588: 50.140

Total for Casetype 310911: 55.560 Acres 3 Cases

Case Type 311111: O&G LSE NONCOMP PUB LAND

## Meridian/Township/Range Sort

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
CASE RECORDATION  
Case Information - Customer/Land  
Meridian/Township/Range Sort

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Admin State: CO

Meridian/Township/Range: 06 0010N 0900W

<u>Serial Number</u>	<u>Case Type</u>	<u>Sec</u>	<u>Acres</u>	<u>Proprietor</u>	<u>Case Disposition</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Action Remarks</u>
COC 047014	311211	005 006	1,216.600	LIBERTY PETRO CORP	CLOSED	247 FUTURE ACTION SUSPENS	10/27/1988	WHITE RIVER NF

Total for Meridian/Township/Range 06 0010N 0900W ONLY:

Serial Numbers: 1  
Acres: 1,216.600

Meridian/Township/Range: 06 0010N 0950W

<u>Serial Number</u>	<u>Case Type</u>	<u>Sec</u>	<u>Acres</u>	<u>Proprietor</u>	<u>Case Disposition</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Action Remarks</u>
COC 025815	311211	009 010 014 015 017 018 021	2,326.580	NORTHWEST EXPL CORP	CLOSED	247 FUTURE ACTION SUSPENS	12/12/1986	REMAIN DO NO LEASING

## Dist/RA – No Action

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
CASE RECORDATION  
Case Information - Customer/Land  
Case No Action District Sort

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Admin State: CO

District: CANON CITY

Resource Area: CANON CITY ROYAL GORGE

Case Group: 31

Case Type 310911:

<u>Serial Number</u>	<u>Mer Twp Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
COC 043909	06 0040N 0650	006	MARTIN EXPL MGT CORP	AUTHORIZED	247 FUTURE ACTION SUSPENSE	08/01/2004	5.420

Total ACRES for Serial Number COC 043909: 5.420

<u>Serial Number</u>	<u>Mer Twp Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
COC 051588	06 0140S 0420	008	MARATHON OIL CO UNION PACIFIC RES CO	AUTHORIZED	247 FUTURE ACTION SUSPENSE	03/01/2008	25.070

Total ACRES for Serial Number COC 051588: 25.070

Total for Casetype 310911: 30.490 Acres 2 Cases

Case Type 311111:

## County – No Action

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
CASE RECORDATION  
Case Information - Customer/Land  
Case No Action County Sort

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Admin State: CO

County: ARCHULETA

Case Group: 31

Case Type 311111:

<u>Serial Number</u>	<u>Mer Twp Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
COC 016915	23 0340N 0050	019	ELM RIDGE EXPL CO	AUTHORIZED	247 FUTURE ACTION SUSPENSE	11/15/2004	
	23 0340N 0050	020					
	23 0340N 0050	029					
	23 0340N 0050	030					

Total ACRES for Serial Number COC 016915: 2,559.580

<u>Serial Number</u>	<u>Mer Twp Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
COC 016917	23 0340N 0050	06U	EXOK INC	AUTHORIZED	247 FUTURE ACTION SUSPENSE	11/15/2005	
	23 0340N 0050	07U					
	23 0340N 0050	17U					
	23 0340N 0050	18U					
	23 0340N 005A	018					

Total ACRES for Serial Number COC 016917: 2,321.240

# Admin Agency – No Action

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
CASE RECORDATION  
Case Information - Customer/Land  
CASE NO ACTION--ADMIN AGENCY SORT

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Admin State: CO

Admin Agency: ARAPAHO-ROOSEVELT NF

Case Group: 31

Case Type 311121:

<u>Serial Number</u>	<u>Mer Typ Rng</u>	<u>Sec</u>	<u>Proprietor</u>	<u>Case Disp</u>	<u>Action Code/Text</u>	<u>Action Date</u>	<u>Case Acres</u>
COC 051591	06 0040N 0800	006	HARRIS C E	CLOSED	247 FUTURE ACTION SUSPENSE	06/30/1994	9,233.980
	06 0040N 0800	007					
	06 0040N 0800	017					
	06 0040N 0800	018					
	06 0040N 0810	001					
	06 0040N 0810	002					
	06 0040N 0810	011					
	06 0040N 0810	012					
	06 0040N 0810	013					
	06 0040N 0810	014					
	06 0050N 0800	030					
	06 0050N 0800	031					
	06 0050N 0810	025					
	06 0050N 0810	036					