

Case Recordation Geographic Report with Land

Menu Option: Pub CR Geo Report W/Land

Purpose: This report produces a geographic listing of case information based on retrieval by Meridian/Township/Range. This report format will display the case type, case disposition, meridian, township, range, section, survey type, survey number, surface management agency, pending actions, serial number, and total case acres.

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 and either Meridian/Township/Range or Meridian/Township/Range/Section.

Additional criteria that can be used include: Geo State, Case Disposition, Casetype, and Commodity Code.

Procedure:

1. Select **CR Geo Report W/Land** from the reporting menu.

PUB CR GEO REPORT W/LAND (LR2000 PUBLIC REPORTS)
Please Choose Which Criteria You Would Like to Filter On

MANDATORY CRITERIA

Admin State *1

MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIAS

Mer Twp Rng *2

-----OR-----

MTRS *2

CHOOSE ANY OF THE FOLLOWING CRITERIAS

Geo State

Case Disposition

Casetype

Commodity Code

Select Criteria

2. Click to select one of the required criteria that are separated by the --OR-- lines.
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 GEO REPORT W/LAND (LR2000 PUBLIC REPORTS)

Please Set the Limits You Would Like to Filter On

MANDATORY CRITERIA

Admin State

Mer Twp Rng

OPTIONAL CRITERIA

Geo State

Case Disposition

Casetype

Commodity Code

SELECT REPORT FORMAT

Sort on Serial Number

Sort on MTRS

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:

5. Click **Set** for **Admin State** to specify the state in which the legal land description is located.

Click **Set** for **Mer Twp Rng** or **MTRS**. There are two options for entering legal land descriptions. Option 1 is the easiest method to use.

Close MTRS

MTRS Format:
06 0010S 0980W 001

Meridian: 06 - 6TH PM

Township: 1 Fraction: Any Direction: North

Range: 1 Fraction: Any Direction: East

Section: 1

Add to MTR List Clear Above Values

✖ ✔ 08 0010N 0010E 001 (Option 2)

06 0010N 0010E 001

Select All Remove

Run Report Reset

Option 1 for Setting: Mer Twp Rng or MTRS.

Click on the arrow next to meridian and select the meridian.

Click in Township and enter the township number.

Click on the arrow for Direction and select North or South

Click on Range and enter the range number.

Click on the arrow for Direction and select East or West.

Click on Section and enter the section number.

Click on the ADD To MTR List.

You can add more townships and ranges or sections by double clicking in the appropriate field, typing in the new description, and clicking on the ADD to MTR List button.

If you need to enter a 1/2 township use the fraction button next to township. If you need to select a duplicate township use the fraction button next to range to select Dup A or Dup B.

Option 2 for Setting Mer Twp Rng or MTRS.

Click in the field next to the green check mark and enter your description as shown below. Once you have entered the data, click on the green check mark.

MTR must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range.
For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

MTRS must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range Space 3 digits for section. For example to enter T1N, R1E, section 1, in Idaho, you would enter 08 0010N 0010E 001.

6. **ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, YOU WILL NOT GET ANY DATA RETURNED.**

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 **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

9. 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.

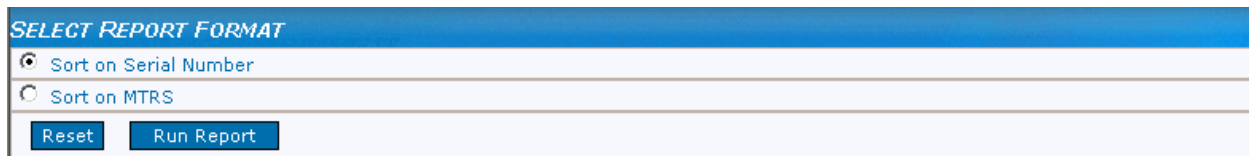
10. Click **Set** for **Commodity Code**.

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:



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

Process Report:

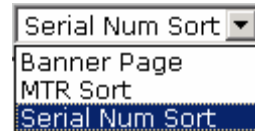
12. After selecting all criteria, click **Run Report**.

13. 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 land in T 23 S R 19 E Salt Lake Meridian, Utah, is in authorized cases, and how much acreage is in each case?

Step 1 - Set Criteria

Set Admin State

Type “**UT**” into the edit field *or* select ‘**UT-UTAH**’ in the list box.

Set Mer Twp Rng

Type “**26 0230S 0190E**” into the edit field and click the green √.

If you want to run the report by MTRS select the Mer/Twp/Rng Multiple Sections button. A limit dialog box will appear for you to enter the complete MTRS codes.

Set Case Disposition

Select ‘**AUTHORIZED**’ in the list box.

Step 2 - Select Report Format

Select Sort on Serial Number

Step 3 - Process Report

Click **Run Report**. The report ‘Sorted by Serial Number’ displays.

RUN DATE: 03/31/05 09:56 AM
STATE: UT

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
GEOGRAPHIC REPORT WITH LAND
SORTED BY SERIAL NUMBER

Page 1 of 6

Serial Number: UTSL 0062620
Total Case Acres: 727.540

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
282105	AUTHORIZED	26	0230S	0190E	003	L			1;	
					011	A			E2SE,W2NE,SENE;	
					012	A			SWSW;	
					013	A			W2SE,NESW,NW;	
					024	A			N2NE,SENE,NESE;	

Serial Number: UTU 010657
Total Case Acres: 2051.240

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
285003	AUTHORIZED	26	0230S	0190E	018	L			9-11;	
					019	A			W2NE,SENE,NESE;	
					019	L			1,2;	
					020	A			W2SW,SESW,SWSE;	
					028	A			SWNW,NWSW;	
					029	A			NENW,N2NE,SENE;	
					034	A			W2NW,SENW,NESW,SE;	
					035	A			SWSW;	

Serial Number: UTU 043521
Total Case Acres: 441.380

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
288100	AUTHORIZED	26	0230S	0190E	011	A			W2NE,SENE,NESE;	
					012	A			W2SW;	
					013	A			SWNE,N2NW,SENW,W2SE,SESE;	
					024	A			E2NE;	

Note: To view the banner page or report sorted on MTRS, select from the format drop-down list.

RUN DATE: 03/31/05 09:57 AM
 STATE: UT

UNITED STATES DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 GEOGRAPHIC REPORT WITH LAND
 SORTED BY MTR

Serial Number: UTSL 0062620
 Total Case Acres: 727.54

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
282105	AUTHORIZED	26	0230S	0190E	003	L			1;	
					011	A			E2SE,W2NE,SENE;	
					012	A			SWSW;	
					013	A			W2SE,NESW,NW;	
					024	A			N2NE,SENE,NESE;	

Serial Number: UTU 010657
 Total Case Acres: 2,051.24

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
285003	AUTHORIZED	26	0230S	0190E	018	L			9-11;	
					019	A			W2NE,SENE,NESE;	
					019	L			1,2;	
					020	A			W2SW,SESW,SWSE;	
					028	A			SWNW,NWSW;	
					029	A			NENW,N2NE,SENE;	
					034	A			W2NW,SENW,NESW,SE;	
					035	A			SWSW;	

Serial Number: UTU 043521
 Total Case Acres: 441.38

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
288100	AUTHORIZED	26	0230S	0190E	011	A			W2NE,SENE,NESE;	
					012	A			W2SW;	
					013	A			SWNE,N2NW,SENW,W2SE,SESE;	

RUN TIME: 09:58 AM

DEPARTMENT OF INTERIOR
 BUREAU OF LAND MANAGEMENT
 Input Parameters for Geographic Report with Land

RUN DATE: 03/31/2005

System Id = CR
 Admin State = UT

Geo State =

Casetype Begins With

Casetype Txt Begins With

Case Disp Txt = AUTHORIZED

Mer Twp Rng = 26 0230S 0190E

Mtrs =

Commodity =