

LLD Summary Report

Menu Option: Pub LLD Summary Report

Purpose: This report lists the legal land description by Meridian, Township, Range (MTR) or Meridian, Township, Range, and Section (MTRS).

The MTRS report displays the survey type, survey number, survey number suffix, subdivision, acreage, and geo-political data, along with a total acreage for the section(s) requested.

The MTR report displays data including Geopolitical Data for each of the 36 sections, plus a total acreage for the township. If more than one MTR is requested in the report, the total acreage will be for all townships not individual townships.

It is necessary to know what legal description you need prior to requesting this report

Selection Criteria: The criteria input for the report is found in the Public Legal Land Description Reports menu grouping from the Reporting Application.

The required criteria include administrative state and either Meridian/Township/Range codes, Meridian/Township/Range/Section codes, or Meridian/Township/Range and/or Meridian/Township/Range/Section codes from a file.

Geographic state is an optional criterion that can be used to produce the report.

Procedure:

1. Select **Pub LLD Summary Report** from the reporting menu.

The screenshot shows a web form titled "PUB LLD SUMMARY REPORT (LR2000 PUBLIC REPORTS)". Below the title is the instruction "Please Choose Which Criteria You Would Like to Filter On". The form is divided into three sections:

- MANDATORY CRITERIA:** A single row with a checked checkbox and the text "Admin State *".
- MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA:** Three rows, each with an unchecked checkbox and text: "Meridian Township Range *", "Meridian Township Range Section *", and "Meridian TWP Range, MTRS, MTRS from File *". Red dashed lines with "OR" in the center separate these three options.
- CHOOSE ANY OF THE FOLLOWING CRITERIA:** A single row with an unchecked checkbox and the text "Geo State".

At the bottom of the form is a green button labeled "Select Criteria".

2. Click to place a checkmark by the Mer Twp Rng, MTRS, or Meridian TWP Range, MTRS from a File criterion.

If you want all the sections for a township, click **Mer Twp Rng**. If you want only a section or specific sections within a township, click **MTRS**. If you have legal description saved in a text file, then you can import the **MTR/MTRS** from a file. See instructions in step seven showing the proper format for this function to work.

3. Place a checkmark by Geo State to narrow down the state search. (You only need to do this for Admin states that have administration for more than one state. (For example, Oregon is the Admin state for Oregon and Washington. Montana is the admin state for Montana, North Dakota, and South Dakota)
4. Click **Select Criteria** to specify search criteria values.

Return to Report Menu Return to Criteria Selection

PUB LLD SUMMARY REPORT (LR2000 PUBLIC REPORTS)

Please Set the Limits You Would Like to Filter On

MANDATORY CRITERIA

Set Admin State

Set Meridian Township Range

OPTIONAL CRITERIA

Set Geo State

Run Report Reset

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

Identify the Required Information:

5. Click **Set** for **Admin State** to specify the state in which the legal land description is located.
Type the two-letter state code in the edit field or select it from the list.
6. 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.

MANDATORY CRITERIA

Set Admin State Limit(s) Selected: (CO) COLORADO

Close Meridian Township Range Section

MTRS Format:
06 0010S 0980W 001

Meridian: 06 - 6TH PM

Township: 1 Fraction None Direction North

Range: 1 None East

Section: 1

Add to MTR List Clear Above Values

06 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.

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

7. Click Set for **Meridian TWP Range, MTRS from a file**. This option allows you to import a legal description from a file instead of typing the legal description in the criteria. The imported list can include MTR, meridian, township, range, MTRS, meridian, township range, section, or a combination of MTR and MTRS. The list must be a text file or an Excel.csv file and must be in the LR2000 format as described below:

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.

EXAMPLE OF A TEXT FILE

```
mtr_mtrs.txt - Notepad
File Edit Format View Help
08 0010N 0030w
08 0010N 0040w
08 0010S 0030w 002
08 0010S 0030w 003
08 0010S 0030w 004
08 0020N 0040w 031
08 0020N 0050w 007
08 0020N 0050w 008
08 0020N 0050w 017
08 0020N 0050w 018
08 0020N 0060w 001
08 0020N 0060w 002
08 0020N 0060w 012
08 0030N 0060w 035
```

MANDATORY CRITERIA

Set Admin State **Limit(s) Selected: (ID) IDAHO**

Close Meridian TWP Range, MTRS, MTRS from File

You will have to either click on the "Close" button or open another criteria to load the selected file to the server.

- Click on Browse....



- Scroll to where your saved file is, highlight the file and click Open.

Identify the Optional Information:

- Click **Set** for **Geo State** to specify the geographic state within the administrative state.

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.

For Example: if you select MT as the Admin State, then you will get all the information for Montana, North Dakota and South Dakota. If you only want the information for North Dakota, you will also set criteria for Geo State and select ND.

Process Report:

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

12. 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.

An hourglass will appear. When processing has completed, the **Legal Land Desc - Acreage** report frame appears.

Run Time: 10:32 AM

DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
LLD ACREAGE REPORT

Run Date: 03/31/2005
Page 1 of 8

Admin State: ID

Geo State: ID

MTR: 08 0010N 0010E

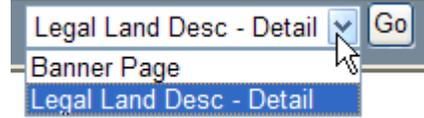
Section: 001

Sur Type	Sur No	Lld Suff	NE	NW	SW	SE	Sur Note	Dup Flg	Sub Surf	Acreage
			NNSS EWWW	NNSS EWWW	NNSS EWWW	NNSS EWWW				
A			--XX	--XX	XXXX	XXXX				480.000
L	1		X---	----	----	----				40.200
L	2		-X--	----	----	----				40.400
L	3		----	X---	----	----				40.600
L	4		----	-X--	----	----				40.800
Section 001 Total:										642.000

Section: 002

Sur Type	Sur No	Lld Suff	NE	NW	SW	SE	Sur Note	Dup Flg	Sub Surf	Acreage
			NNSS EWWW	NNSS EWWW	NNSS EWWW	NNSS EWWW				
A			--XX	--XX	XXXX	XXXX				480.000
L	1		X---	----	----	----				40.800

To switch between the report and banner page, select from the drop-down list on the tool bar above the report and click Go.



Scrolling Reports:

If there is more than one page, you will notice a little shadow of white by the down arrow. To scroll, click on the down arrow to see the remaining pages. Another option is to convert the document to .pdf. Once in .pdf format you can scroll through the document. It is recommended to always print report from .pdf format versus HTML.



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.