

Case Recordation Geo Report with Customer

Menu Option: Pub CR Geo Report W/Customer

Purpose: This report produces a geographic listing of case information based on retrieval by Meridian/Township/Range and/or section. This report format will display the customer name, interest, percentage of interest as well as serial number, case type, disposition, disposition date, acreage and legal description sorted in Serial Number or MTR order.

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, or Meridian TWP Range, MTRS from a file.

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

Procedure:

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

PUB CR GEO REPORT W/CUSTOMER (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

MANDATORY CRITERIA

Admin State *

MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIA

Meridian Township Range *

----- OR -----

Meridian Township Range Section *

----- OR -----

Admin Agency *

----- OR -----

Meridian TWP Range, MTRS, MTRS from File *

CHOOSE ANY OF THE FOLLOWING CRITERIA

Geo State

Case Disposition

Casetype

2. Click to select one of the required criteria groups that are separated by the --OR-- lines.
If you want all the cases within a township, select Meridian Township Range.
If you want all the cases within a section, select Meridian Township Range Section.

If you have legal descriptions (MTR, MTRS) saved in a text file, then you can import the legal description from a file. See Instructions in step 6b showing the proper format of the test file for this function to work.

If you want all the cases within a specific administrative agency (Forest), select Admin Agency.

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 Report Menu Return to Criteria Selection

PUB CR GEO REPORT W/CUSTOMER (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

Set Case Disposition

Set Casetype

SELECT REPORT FORMAT

Sort on Serial Number

Run Report Reset

Note: To change report criteria, 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.
6. Click **Set** for the second mandatory criterion.
 - a. If the second mandatory criterion is Meridian, Township, Range or Meridian, Township, Range, Section, click **Set** for **MTR or MTRS**. There are two options for entering the 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:

Township: Fraction Direction

Range:

Section:

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.

Meridian code can be found from the LR2000 homepage under reference codes.

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.

- b. If the second mandatory criterion is Meridian TWP Range, MTRS from a file, Click Set for this criteria. 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:

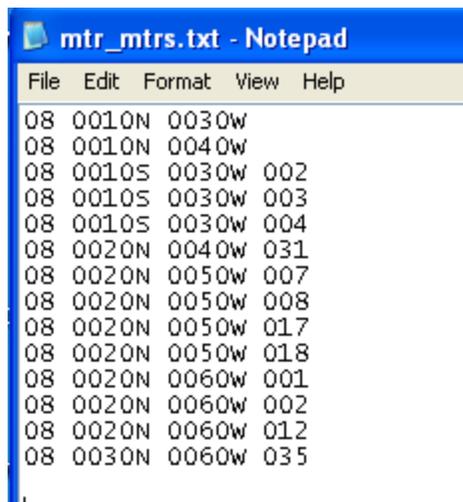
MTR must be entered as:

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
```

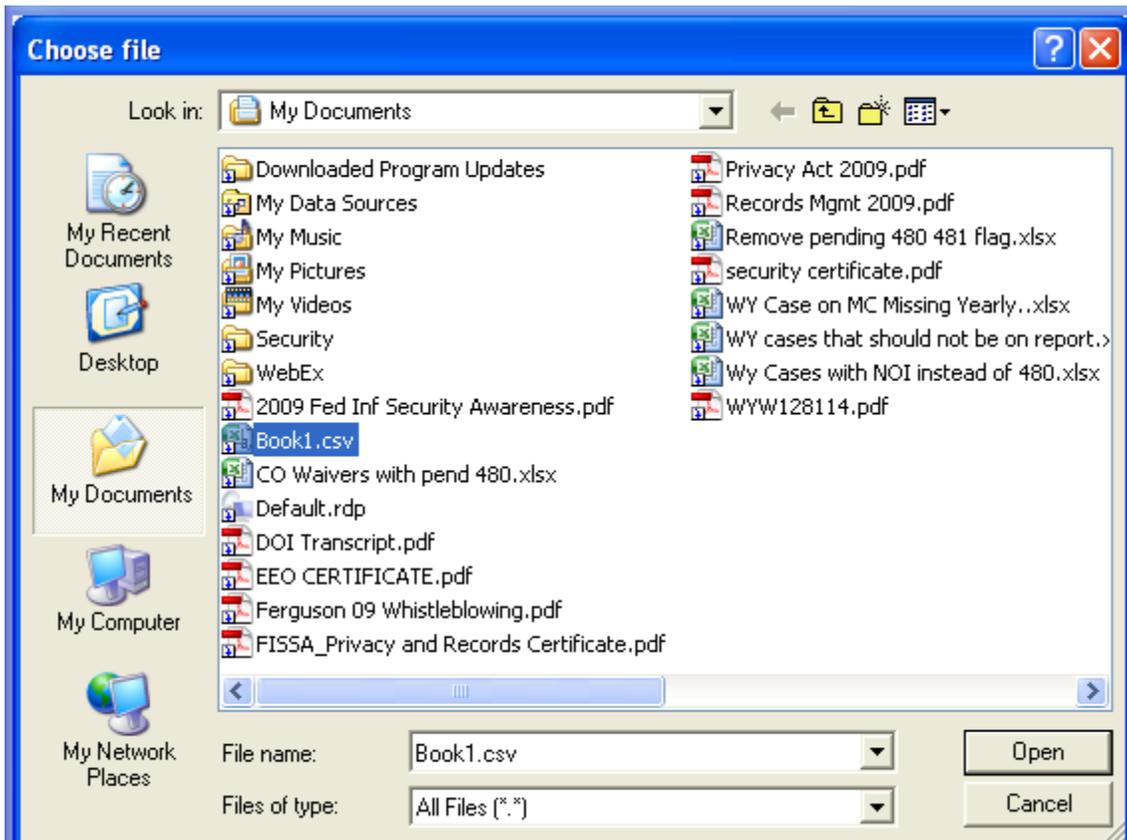
MANDATORY CRITERIA

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.

- c. If the second mandatory criterion is Admin Agency. Click set Admin Agency. Select the Administrative Agency, and click Close.

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**.

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

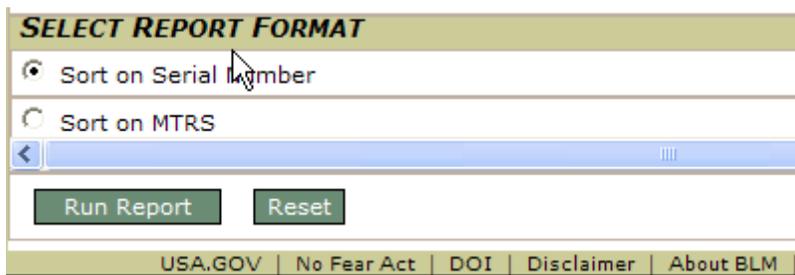
Select the casetype value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

The casetype identifies the type of case (O&G, ROW, etc). You can sort the list by the textual value by click on Sort Desc. The case type code is a 6 digit code broken down by a case group. For example all casetypes that begin with 28 are for Rights of Way cases, 31 are for O&G cases. See the list below:

- 18 Public Administration
- 20 Designations
- 21 Acquisitions
- 22 Exchanges
- 23 Withdrawals
- 24 Land Classification
- 25 Occupancy and Use

- 26 Grants
- 27 Sales
- 28 Rights-of-Way
- 29 Leases and Permits (Surface)
- 31 Oil and Gas Leasing
- 32 Geothermal Resource Leasing
- 33 Outer Continental Shelf Leasing
- 34 Coal Leasing
- 35 Solid Leaseable Minerals Except Coal
- 36 Mineral Materials Disposal
- 37 Multiple Use; Mining

Select Report Format:



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

Process Report:

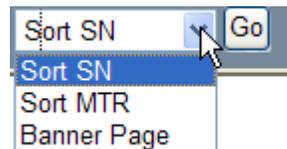
- 11. After selecting all criteria, click **Run Report**.
- 12. Click **OK** to confirm the report criteria.

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.

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 and click on GO.

The Banner Page will show the criteria you selected or entered to run the report.



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 lands in authorized cases are in T 23S R 19 E Salt Lake Meridian, Utah, and who has an interest in them?*

Step 1 - Set Criteria

Set Admin State.

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

Set Mer Twp Rng

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

Set Case Disposition.

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

Step 2 - Select Report Format

Select Sort on Serial Number.

Step 3 - Process Report

Click **Run Report**.

When the processing has completed, the cursor will change from an hourglass back to an arrow. To display results:

Sort by Serial Number

Run Date: 03/31/2005

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
GEOGRAPHIC CROSS REFERENCE
Sorted by Serial Number

Run Time: 09:50 A
Page 1 of 9

Admin State: UT

Geo State: UT

<u>Serial Number</u>	<u>Casetype</u>	<u>Disposition</u>	<u>Actn Code</u>	<u>Actn Txt</u>	<u>Date</u>	<u>Action Remarks</u>	
UTSL 0062620	282105	AUTHORIZED	307	ROW GRANTED-ISSUED	05/03/1939		Total Acres = 727.541
FED HIGHWAY ADMIN		2520 W 4700 S # 9-A		SALT LAKE CITY	8411 UT		100.00000 HOLDER
	<u>MER Township</u>	<u>Range</u>	<u>Section</u>	<u>Sur Nr</u>	<u>Suff</u>	<u>Typ</u>	<u>Aliquot Part</u>
	26	0230S	0190E	003		LOTS	1;
	26	0230S	0190E	011		ALIQ	E2SE,W2NE,SENE;
	26	0230S	0190E	012		ALIQ	SWSW;
	26	0230S	0190E	013		ALIQ	W2SE,NESW,NW;
	26	0230S	0190E	024		ALIQ	N2NE,SENE,NESE;
<u>Serial Number</u>	<u>Casetype</u>	<u>Disposition</u>	<u>Actn Code</u>	<u>Actn Txt</u>	<u>Date</u>	<u>Action Remarks</u>	
UTU 010657	285003	AUTHORIZED	304	AUTH AMENDED/MODIFIE	12/06/1995		Total Acres = 2,051.241
PACIFICORP DBA UPL		1407 W N TEMPLE		SALT LAKE CITY	8414 UT		100.00000 HOLDER

Note: To view the report sorted by MTR, select **Sort MTR** from the drop-down button above the report.

Sort By MTR

Run Date: 03/31/2005

UNITED STATES DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 GEOGRAPHIC CROSS REFERENCE
 Sorted by Meridian Township Range

Run Time: 09:51 AM
 Page 1 of 8

Admin State: UT
 Geo State: UT

Mer/Twp/Range: 26 0230S 0190E

Serial Number	Casetype	Disposition	Actn Code	Actn Txt	Date	Actn Remark	Total Acres =
UTSL 0062620	282105	AUTHORIZED	307	ROW GRANTED-ISSUED	05/03/1939		727.54
FED HIGHWAY ADMIN		2520 W 4700 S # 9-A		SALT LAKE CITY	UT 841181847	100.00000 HOLDER	

Section	Sur Nr	Sur Suffix	TYP	Aliquot Part
003				LOTS
024				1;
013				N2NE,SENE,NESE;
012				W2SE,NESW,NW;
011				SWSW;
				E2SE,W2NE,SENE;

Serial Number	Casetype	Disposition	Actn Code	Actn Txt	Date	Actn Remark	Total Acres =
UTU 010657	285003	AUTHORIZED	304	AUTH AMENDED/MODIFIED	12/06/1995		2051.2
PACIFICORP DBA UPL		1407 W N TEMPLE		SALT LAKE CITY	UT 84140	100.00000 HOLDER	

Section	Sur Nr	Sur Suffix	TYP	Aliquot Part
---------	--------	------------	-----	--------------