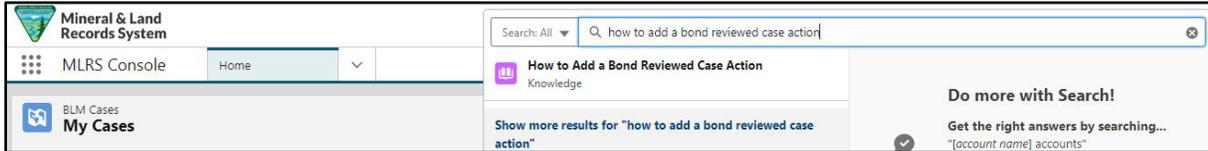
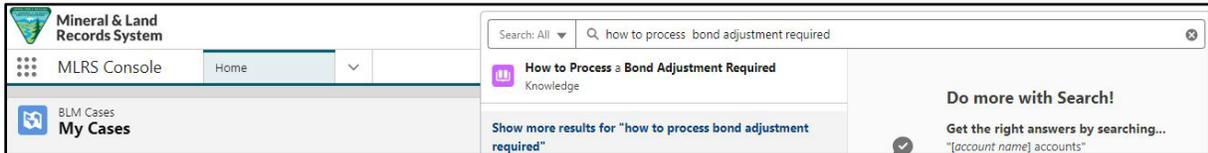


Directions to Document a Bond Review in MLRS

The Bureau of Land Management (BLM) migrated all fluid mineral cases, including bonds, to the Mineral & Land Records System (MLRS) in March 2022. Offices must document the bond reviews by entering Bond Reviewed case action on the bond as detailed in the directions below and the “How to Add a Bond Reviewed Case Action” knowledge article in MLRS.



Once a bond has been reviewed for bond adequacy, the MLRS user will add a **Bond Reviewed Case Action** to the affected BLM Bond. If an increase in the bond amount is required, the BLM adjudicator pursuing the bond increase should refer to the “How to Process a Bond Adjustment Required” knowledge article on the internal side of MLRS.



The data entry steps to document the bond review are detailed in this attachment.

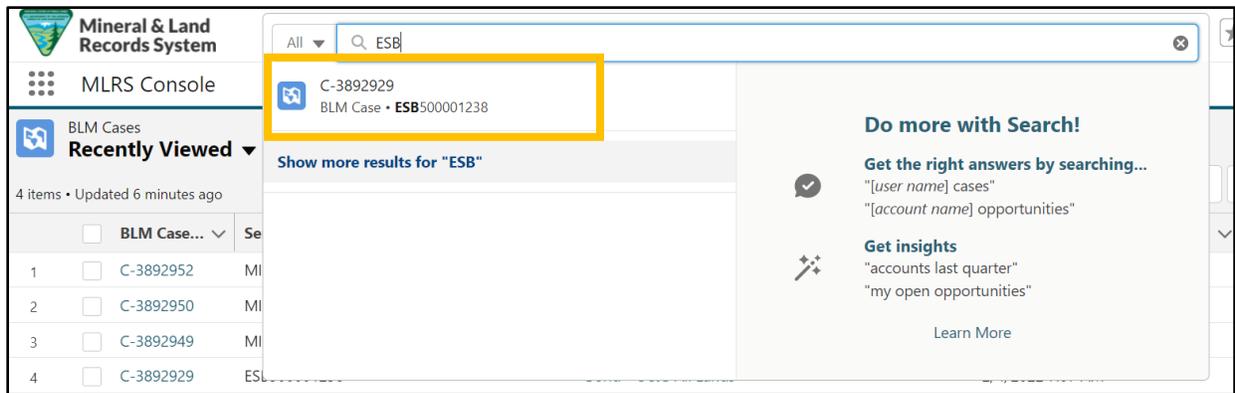
If you do not have access to MLRS and need to enter bond adequacy reviews, please follow the directions in MLRS Account Request Instructions Case Adjudicators.pdf and request read and write access to both cases and bonds.

Step 1

From the global search, enter the **BLM bond number**. Select the bond from the search results. The selected bond will open in a new tab.

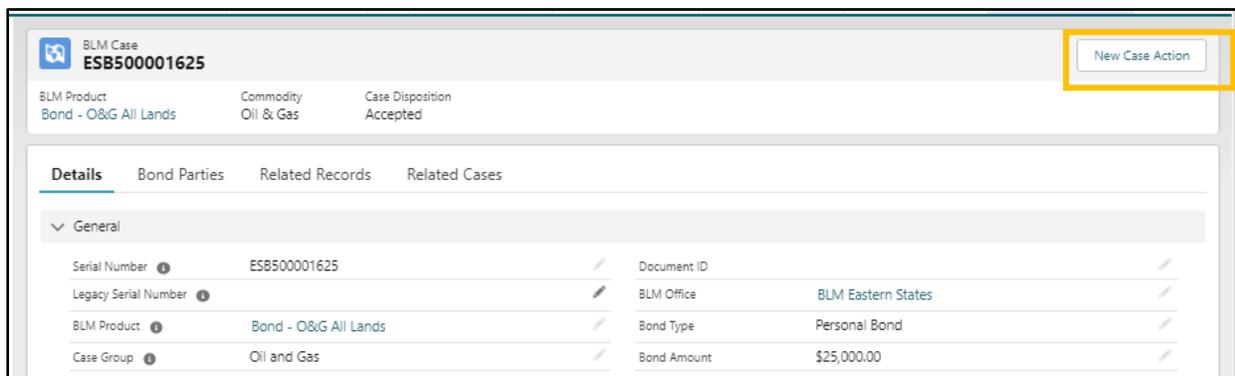
Note: Bonds numbers start with the BLM Admin State, followed by B (for bond).

Example: A bond that starts with ESB will indicate a bond managed by the Eastern States Office.



Step 2

Once the affected case is opened, click the **New Case Action** button.



Step 3

Enter the following data:

- **Action** = Search for and select 'Bond Reviewed'.
- **Action Date** = Enter date that the bond adequacy review was completed.
- **Action Remarks** = Identify the State Office and Field Office, if applicable, completing the review and describe the result of the bond review. Ensure the office(s) that hold liability and completed the review are listed in the action remarks. A few examples of actions remarks are provided below:
 - "CRVFO in COSO reviewed the statewide bond. Bond is adequate for liability in CRVFO. Bond review sheet was sent to COSO to ensure a comprehensive bond review."
 - "OKFO in NMSO completed a comprehensive bond review. Increase to \$XXX,XXX is required."
 - "COSO completed a comprehensive review of the nationwide bond. Increase to \$XXX,XXX is required."
 - "MTSO notified principal that this is an empty liability bond."
- **Case Action Status** = Select 'Approved/Accepted'.
- Click **Save**.

New Case Action

*** Action** ⓘ

✖ Bond Reviewed ✕

Action Date ⓘ

4/4/2022 📅

Date Filed ⓘ

📅

Action Effective Date ⓘ

📅

Action Remarks

bond is adequate ✎

Case Action Status

Approved/Accepted ▼

Case Action Status Date ⓘ

📅

BLM Case ⓘ

C-3893323

BLM Product ⓘ

Bond - O&G All Lands

Replacement Bond

Search BLM Cases... 🔍

Date Decision Received

Date Time

📅

🕒

Defect Type

--None-- ▼

Rider Reason ⓘ

--None-- ▼

Cancel
Save

Step 4

Navigate to the **Related Records** subtab to ensure that the Case Action has been added to the case.

🔍

BLM Case
ESB500001625

New Case Action

BLM Product
Bond - O&G All Lands

Commodity
Oil & Gas

Case Disposition
Accepted

Details
Related Records
Related Cases

📁 Case Transactions (0)
New

📁 Files (0)
Add Files

📁 Upload Files
 Or drop files

📁 Case Actions (8)
⚙️ 🔄

8 Items • Sorted by Case Action Status Date • Updated a few seconds ago

<input type="checkbox"/>	Case Action Number	Action	Case Action Status	Date Filed	Action Effecti...	Case Actio... ↓	Action Date
1	CA-48382557	Bond Reviewed	Approved/Accepted				4/4/2022