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.

Mineral & Land Records System			Search: All 🔻	Q how to add a bond reviewed case action		0
MLRS Console	Home	~	How to A Knowledge	dd a Bond Reviewed Case Action		Do more with Search!
My Cases			Show more rest action"	ults for "how to add a bond reviewed case	Ø	Get the right answers by searching "[account name] accounts"

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.

V	Mineral & Land Records System			Search: All 🔻	Q how to process bond adjustment required		٥
	MLRS Console	Home	~	How to P Knowledge	rocess a Bond Adjustment Required		Do more with Search
BLM Cases My Cases				Show more results for "how to process bond adjustment required"			Get the right answers by searching "[account name] accounts"

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.

V	Mir Rec	neral & Land cords System		All 🔻 🔍 ESB			8
* * * * * * *	ML	RS Console		C-3892929			
R	BLM C	ases		BLWI Case • ESE SUCCOTZS8		Do more with Search!	
	Rece	ently Viewed	•	Show more results for "ESB"		Get the right answers by searching	
4 items	s • Upda	ted 6 minutes ago				"[user name] cases" "[account name] opportunities"	
		BLM Case \lor	Se			Get insights	\sim
1		C-3892952	MI		***	"accounts last quarter"	
2		C-3892950	MI			"my open opportunities"	
3		C-3892949	MI			Learn More	
4		C-3892929	ES			-, , -,	

Step 2

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

BLM Case ESB500001625						New Case Action
BLM Product Bond - O&G All Lands	Commodity Oil & Gas	Case Disposition Accepted				
Details Bond Parties	Related Reco	rds Related Cases				
✓ General						
Serial Number 🕚	ESB500001625		1	Document ID		/
Legacy Serial Number 🕚			/	BLM Office	BLM Eastern States	/
BLM Product	Bond - O&G All I	Lands	1	Bond Type	Personal Bond	/
Case Group 🕚	Oil and Gas		1	Bond Amount	\$25,000.00	1

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.

*Action	×	BLM Case 1 C-3893323	
Action Date		BLM Product 🜒 Bond - O&G All Lands	
Date Filed		Replacement Bond	
	曲	Search BLM Cases	Q
Action Effective Date 🚯		Date Decision Received	
	苗	Date Time	
		曲	0
Action Remarks		Defect Type	
bond is adequate		None	•
Case Action Status	11	Rider Reason 🚯	
Approved/Accepted	•	None	•
Case Action Status Date 😈		<u> </u>	
			苗

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 Bond Parties	Related Reco	Related Cases						
Case Transactions (0)								New
Files (0)								Add Files
			1 Upload F	iles				
			Or drop file	25				
Case Actions (8) 8 items - Sorted by Case Action Star	us Date • Updated a fev	v seconds ago						\$ * C
Case Action Numb	oer 🗸 Action	~	Case Action Status \lor	Date Filed 🗸 🗸	Action Effecti \lor	Case Actio↓ ∨	Action Date	~
1 CA-48382557	Bond Revie	wed	Approved/Accepted			4/4/2022	4/4/2022	¥