Case Recordation Case Action Information Report

Menu Option: Pub CR Case Action Info

Purpose: This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different office for all or specific case types.

The report produces listings of cases or total number of cases based on a combination of required and optional criteria.

Selection Criteria: The criteria input for the report is found in the Public Case Recordation Reports menu grouping from the Reporting Application This report allows you to search on a combination of required and optional criteria.

The required criteria include: Admin State, Case Type, Action Date, and Action Code.

Additional criteria that can be used include Geo State, County, Case Disposition, Disposition Date, District, Resource Area, Admin Agency, Pending Org, and Commodity Code.

Procedure:

1. Select **CR Case Action Info** from the reporting menu.

   **Pub CR Case Action Info (LR2000 Public Reports)**
   
   **Please Choose Which Criteria You Would Like to Filter On**

   **Mandatory Criteria**
   - Admin State
   - Casetype
   - Action Date
   - Action Code

   **Choose Any of the Following Criteria**
   - Geo State
   - County
   - Case Disposition
   - Disposition Date
   - District
   - Resource Area
   - Admin Agency
   - Pending Org
   - Commodity Code

   **Select Criteria**

2. Click to place a checkmark by the optional criteria you want to include in the search.

3. Click **Select Criteria** to specify search criteria values.
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:

4. Click Set for Admin State to specify the state in which to report case information.
   Type the two-letter state code in the text field or select it from the list.

5. Click Set for Casetype to identify one or more case types.
   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.
6. Click **Set** for **Action Date** to identify the range in which the action took place.

This type of criteria selection uses an operator (such as “between”) and a text field to enter a date.

a. Enter a date in the text field.

b. Click √ to place the name in the criteria list box, or X to remove the entered information from the text field.

c. Add additional dates, as needed.

d. Click **Select All** to use all entries as criteria. (Click **Remove** to remove an entry from the list box.)
e. Click **Set** for **Action Code** to identify the action codes to include in the report. Selection for these criteria works the same way as the Casetype criteria. Identify the operator and enter the action code(s) or textual name for the action in the text field OR select the action code(s) from the list box.

**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 **County** and narrow down the state search to one or more specific counties.

The counties that display in the list box are those associated with the selected admin state and geographic state (if identified).

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 county code or county text name. Select multiple by placing a comma between the entries.

OR

Select the county 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.

9. 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.

10. Click **Set** for **Disposition Date** to identify the date range for the disposition.
This type of criteria selection uses an operator (such as “between”) and a text field to enter a date.

f. Enter a date in the text field.
g. Click √ to place the name in the criteria list box, or X to remove the entered information from the text field.
h. Add additional dates, as needed.
i. Click Select All to use all entries as criteria. (Click Remove to remove an entry from the list box.)

11. Click Set for District.

The values displayed in the selection box are based on the selected administrative state and geographic state codes. Selection for these criteria works the same way as the County criteria.

Use 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 code or district text. Select multiple by placing a comma between the entries.

OR

Select the District 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.

12. Click Set for Resource Area.

Selection for these criteria works the same way as the County criteria.

13. Click Set for Admin Agency.

Selection for these criteria works the same way as the County criteria.

14. Click Set for Pending Org.

Selection for these criteria works the same way as the County criteria.
15. 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:**

<table>
<thead>
<tr>
<th>SELECT REPORT FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Organizations</td>
</tr>
<tr>
<td>Action Code Totals</td>
</tr>
<tr>
<td>Casetype Totals</td>
</tr>
<tr>
<td>Casetype and Serial Number</td>
</tr>
<tr>
<td>Casetype, Action Code, Serial Number, without Remarks</td>
</tr>
<tr>
<td>Casetype, Action Code, Serial Number, with Remarks</td>
</tr>
</tbody>
</table>

16. Select the report format for the initial display of the report.

**Process Report:**

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

18. 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:

<table>
<thead>
<tr>
<th>Pending Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Page</td>
</tr>
<tr>
<td>Casetype Totals</td>
</tr>
<tr>
<td>Action Code Totals</td>
</tr>
<tr>
<td>Casetype/Act Cd/Serial Number</td>
</tr>
<tr>
<td>Pending Org</td>
</tr>
<tr>
<td>Casetype/Serial Number</td>
</tr>
<tr>
<td>CaseType/Act Cd/Serial Number/With Remarks</td>
</tr>
</tbody>
</table>

**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](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 authorized coal cases in North Dakota have a Diligence Due Date or Diligence Met action code?

Step 1 - Set Criteria

Set Admin Stat.

Type “MT” into the edit field or select ‘MT – MONTANA’ from the list box.

Set Casetype

Select ‘Begins with’ from the operator field.

Type “34” in the text field.

Set Action Code

Type “317,318” into the edit field and click the green checkmark, or, select ‘317 – DILIGENCE DUE DATE’ in the list box, hold down <Shift> and click on ‘318 – DILIGENCE MET’.

Set Action Date

Type “10/01/01” into the edit field and click the green checkmark.

Type “09/31/02” into the edit field and click the green checkmark.

Set Geo State

Type “ND” into the edit field or select ‘ND – NORTH DAKOTA’ from the list box.

Set Case Disposition.

Select ‘AUTHORIZED’ in the pull-down values field.

Step 2 - Select Format

Select the Action Code Totals Report Format.

Step 3 - Run Report

Click Run Report and confirm the selected criteria, when prompted.

When the processing has completed, the cursor will change from an hourglass back to an arrow, and the report for the Action Code Totals report displays:
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT 
Case Info - Action (Action Code Totals)

Run Time/Date: 03/15/05 02:26 PM  
Admin State: MT  
Geo State: ND  
Action Code/Title: 317  

**DILIGENCE DUE DATE**

<table>
<thead>
<tr>
<th>Casetype</th>
<th>Action Codes</th>
<th>Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>341001 COAL LEASE</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>342505 NONREG COMP COAL LSE-LBA</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>348301 LOGICAL MINING UNIT</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Subtotals for action code 317:  
8 Action Codes  
8 Cases

Action Code/Title: 318  

**DILIGENCE MET**

<table>
<thead>
<tr>
<th>Casetype</th>
<th>Action Codes</th>
<th>Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>341001 COAL LEASE</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>342505 NONREG COMP COAL LSE-LBA</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>348301 LOGICAL MINING UNIT</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Subtotals for action code 318:  
11 Action Codes  
11 Cases

Subtotals for Geo State ND:  
19 Action Codes  
12 Cases

Subtotals for Admin State MT:  
19 Action Codes  
12 Cases

Totals for Report:  
19 Action Codes  
12 Cases

**Note:** To view the report data in additional formats, select from the drop-down list in the upper left area of the window.

DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT 
Case Info - Action (Casetype Totals)

Run Time/Date: 03/15/05 02:40 PM  
Admin State: MT  
Geo State: ND  

<table>
<thead>
<tr>
<th>Casetype</th>
<th>Case Count</th>
<th>Action Codes</th>
<th>Case Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>341001 COAL LEASE</td>
<td>4</td>
<td>5</td>
<td>2,896,000</td>
</tr>
<tr>
<td>342505 NONREG COMP COAL LSE-LBA</td>
<td>6</td>
<td>10</td>
<td>2,092,710</td>
</tr>
<tr>
<td>348301 LOGICAL MINING UNIT</td>
<td>2</td>
<td>4</td>
<td>5,902,640</td>
</tr>
</tbody>
</table>

Totals for Geo St ND - Action Codes:  
Case Count: 12  
Acres: 10,810,400

Totals for Admin St MT - Action Codes:  
Case Count: 12  
Acres: 10,810,400

Totals for Report - Action Codes:  
Case Count: 12  
Acres: 10,810,400
### DEPARTMENT OF THE INTERIOR
### BUREAU OF LAND MANAGEMENT

**Case Info - Action (Casetype/Action Code/Serial Number)**

<table>
<thead>
<tr>
<th>Admin State</th>
<th>MT</th>
<th>Geo State</th>
<th>ND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casetype</td>
<td>340001 COAL LEASE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serial Number</td>
<td>0041765 AUTHORIZED</td>
<td>316</td>
<td>DILIGENCE MET</td>
</tr>
<tr>
<td></td>
<td>0068868 AUTHORIZED</td>
<td>318</td>
<td>DILIGENCE MET</td>
</tr>
<tr>
<td></td>
<td>0058229 AUTHORIZED</td>
<td>317</td>
<td>DILIGENCE DUE DATE</td>
</tr>
<tr>
<td></td>
<td>0068529 AUTHORIZED</td>
<td>318</td>
<td>DILIGENCE MET</td>
</tr>
<tr>
<td></td>
<td>0071813 AUTHORIZED</td>
<td>318</td>
<td>DILIGENCE MET</td>
</tr>
<tr>
<td>Case Type 340001 Subtotals: 2,835.050 Acres</td>
<td>5 Action Codes</td>
<td>4 Cases</td>
<td></td>
</tr>
</tbody>
</table>

| Casetype    | 342505 NONREG COMP COAL LSE-LBA |           |                     |
| Serial Number | 0816882 AUTHORIZED | 317       | DILIGENCE DUE DATE  |
|             | 005515 AUTHORIZED   | 317       | DILIGENCE DUE DATE  |
|             | 085516 AUTHORIZED   | 317       | DILIGENCE DUE DATE  |
|             | 085516 AUTHORIZED   | 316       | DILIGENCE MET       |
| NO WARRANTY IS MADE BY BLM FOR USE OF THE DATA FOR PURPOSES NOT INTENDED BY BLM |

### DEPARTMENT OF THE INTERIOR
### BUREAU OF LAND MANAGEMENT

**Case Info - Action (Case Type/Serial Number Report)**

<table>
<thead>
<tr>
<th>Admin State</th>
<th>MT</th>
<th>Geo State</th>
<th>ND</th>
</tr>
</thead>
<tbody>
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<td>Casetype</td>
<td>340001 COAL LEASE</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>0071813</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Type 340001 Subtotals: 4 Cases 2,835.050 Acres</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Casetype    | 342505 NONREG COMP COAL |           |                     |
| Serial Number | 0015512             |           |                     |
|             | 085515              |           |                     |
|             | 085516              |           |                     |
|             | 005517              |           |                     |
|             | 007183              |           |                     |
| Case Type 342505 Subtotals: 6 Cases 2,092.710 Acres |

| Casetype    | 340001 LOGICAL MINING UNI |           |                     |
| Serial Number | 006314               |           |                     |
|             | 005535               |           |                     |
| Case Type 340001 Subtotals: 2 Cases 5,882.640 Acres |

| Geo State ND Subtotals: 12 Cases 10,810.400 Acres |
| Admin State MT Subtotals: 12 Cases 10,810.400 Acres |

| Report Totals: 12 Cases 10,810.400 Acres |
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Case Info - Action (Pending Organization Report)

Run Date/Time: 03/15/05 02:47 PM
Admin State: MT
Geo State: ND
Pending Organization: undefined

Serial Number   Case Type   Disposition
Pending Organization undefined Total: 0

Pending Organization MT92113  BR OF SOLID MINERALS

Serial Number   Case Type   Disposition
NDM 00459188  342505  AUTHORIZED
Pending Organization MT92113 Total: 1

Geo State ND Pending Organization Total: 1
Admin State ND Pending Organization Total: 1
Report Pending Org. Total: 1

DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Case Info - Action (Case Type/Serial Number Report with Action Remarks)

Run Date/Time: 03/15/05 02:50 PM
Admin State: MT
Geo State: ND
Case Type: 340001  COAL LEASE

Serial Number   Disposition   Action   Date   Code   Action   Action Remark
NDM 00414795  AUTHORIZED   02/01/1998  318  DILIGENCE MET   DIL DEVI MET;
NDM 00430488  AUTHORIZED   04/30/1998  318  DILIGENCE MET   DIL DEVI MET;
NDM 00652200  AUTHORIZED   10/01/1999  318  DILIGENCE MET   LNU EXTENDS DILIGENCE;
NDM 00652299  AUTHORIZED   12/01/1999  317  DILIGENCE DUE DATE;
NDM 00718113  AUTHORIZED   07/31/1999  318  DILIGENCE MET   DIL DEVI MET;

Case Type 340001 Subtotals: 2,835.050 Acres 5 Action Codes 4 Cases

Case Type: 342505  NONREG COMP COAL LSE LBA

Serial Number   Disposition   Action   Date   Code   Action   Action Remark
NDM 00615662  AUTHORIZED   12/31/2000  318  DILIGENCE MET   MET DIL DEVI;
NDM 00615682  AUTHORIZED   12/31/2000  317  DILIGENCE DUE DATE;
NDM 00655158  AUTHORIZED   09/03/2000  317  DILIGENCE DUE DATE;
NDM 00655175  AUTHORIZED   05/31/1999  318  DILIGENCE MET   MET DIL DEVI;
NDM 00655175  AUTHORIZED   06/03/2000  317  DILIGENCE DUE DATE;
NDM 00655175  AUTHORIZED   03/31/1999  318  DILIGENCE MET   MET DIL DEVI;
NDM 00655378  AUTHORIZED   03/30/2000  317  DILIGENCE DUE DATE;
NDM 00655378  AUTHORIZED   03/30/2000  317  DILIGENCE DUE DATE;
NDM 00655378  AUTHORIZED   11/30/2000  318  DILIGENCE MET;

Case Type 342505 Subtotals: 2,092.710 Acres 10 Action Codes 6 Cases

Case Type: 3480001  LOGICAL MINING UNIT

Serial Number   Disposition   Action   Date   Code   Action   Action Remark
NDM 00634742  AUTHORIZED   12/31/1999  318  DILIGENCE MET   DIL DEVI MET;
NDM 00632147  AUTHORIZED   09/30/1999  317  DILIGENCE DUE DATE;
NDM 00635325  AUTHORIZED   11/30/1999  318  DILIGENCE MET;
NDM 00635350  AUTHORIZED   12/01/1999  317  DILIGENCE DUE DATE;

5/7/2013