BLM Case Recordation

Version 1.3

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CHAPTER ONE:
BLM Case Recordation

BLM Case Recordation is an integrated data browser/database Internet tool that contains information from the Bureau of Land Management's LR 2000 Case Recordation database. The data-browsing engine features powerful query and reporting tools that provide unparalleled access to diverse combinations of data elements and land information. Output from the BLM Case Recordation system can be imported to office automation tools or mapped using Premier's CarteView mapping tool.

When you have completed the BLM Case Recordation section of the training you will understand:

- ❖ How to connect to the correct BLM Case Recordation database
- ❖ Each link and button within the BLM Case Recordation Software
- ❖ How to create, save and modify a query
- ❖ How to create and use the Frequency reports along with other reports in the Output section

Opening the BLM Case Recordation Application
From the *PDS Studio Home* page, seen above, simply click the *BLM Case Recordation* link to open the application. This will take you to the *BLM Case Recordation* page, where you can select your database.

Selecting a Database
To open the state database you want to research, click the link for the state under *Name*. This will take you to the *BLM Case Recordation Home* page.

The two fields to the right of the database link display a description of the database and the date the database is updated through.

The final field in the BLM Case Recordation window displays the date your subscription is valid through. If you have a subscription to a database you will be able to generate reports and downloads at no additional cost. If you do not have a subscription, each report and download will have a cost based on the number of records in a selection.

Premier Data Services updates Case Recordation databases monthly. Databases for the following states are available:

- **Arizona**
- **California**
- **Colorado**
- **Eastern States**
- **Idaho**
- **Montana**
- **Nevada**
- **New Mexico**
- **Oregon/Washington**
- **Utah**
- **Wyoming**

To purchase a subscription

To purchase a subscription, click on the *Click for Info* link displayed in the database selection table. Click on the *Click to Get Subscription Information* link and an e-mail will automatically be sent to Premier Data requesting information. A Premier representative will contact you about pricing.

PDS Studio Home

The top section of *PDS Studio Home* screen (showing PDS Studio Applications and BLM Case Recordation databases) features six different links.

Home- This link accesses the PDS Home page of www.pdsstudio.com.

Your Account- Lists the current information on your account, subscription information and allows you to update the data.

All Data Outputs- A list of all outputs you have produced including information such as application, data source, description, date created, the status, time to process, date it will automatically be deleted and an option to delete now.

Report Prices- A list of report and export prices for each application. If you have database subscriptions, downloads are free of charge.

Support- This link allows you to type an e-mail to the Premier Data Services Support Staff for assistance.

Help- Click on the *Help* link anytime for context sensitive information throughout PDS Studio. If you are in *Help* and need to look at another area, click on the *PDS Studio contents* to see a Table of Contents.

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CHAPTER TWO:
BLM Case Recordation

BLM Case Recordation Home

This screen allows you to examine the data using specific selections and research criteria. The feature-rich search engine enables you to mix and match *Available Criteria* to find what you need. With these tools you can use, build and save *Defined Criteria* queries. Queries are different combinations of criteria that you can save and reuse to automate your research. Data can be retrieved by specific case type, action type and/or geographic areas, such as townships, counties or entire states.
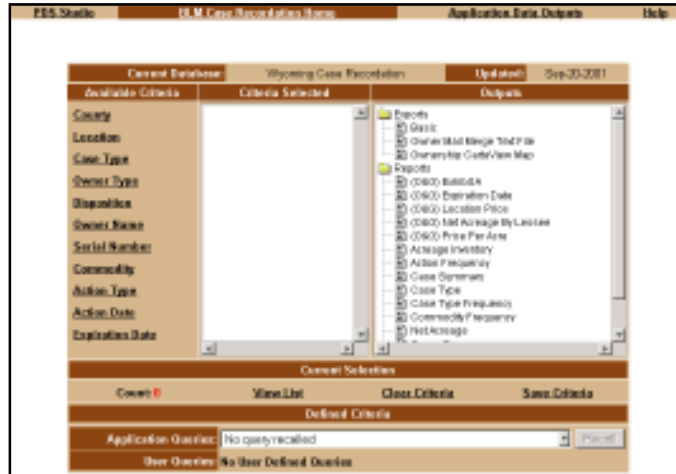
The *BLM Case Recordation Home* screen contains several sections:

The top section of the *BLM Case Recordation Home* screen lists the current database and update date that you are using.

The left section, *Available Criteria*, features a list of data-search categories.
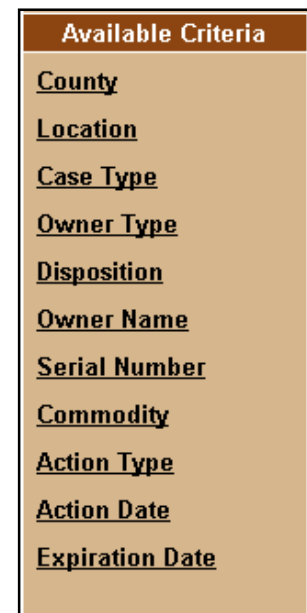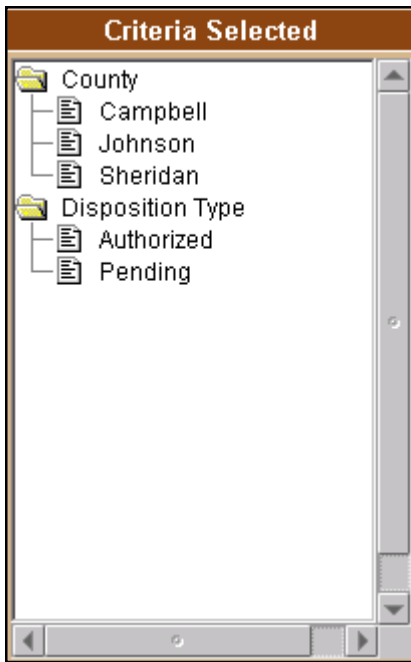
When selections are made in *Available Criteria* or a *Defined Criteria* query is used, the *Selected Criteria* section lists the selections in a tree control format. The tree format contains a folder for the selection link and the corresponding selections within the folder.

Once the data is retrieved it can be output; the right section features *Export Outputs* and *Report Outputs*.

Outputs appearing in blue underline are available to print or export. If the output appears black, it means the case count is either zero or too large. Case counts can be lowered by adding additional search criteria that will narrow the search scope and focus.

The *Defined Criteria* lower section of the window contains *Application Queries* and *User Queries*. *Application Queries* are queries provided by Premier that are commonly used to research Case Recordation for most oil and gas activities. The *User Queries* drop down menu is where you can store queries that you create. The advantage to storing your queries here is that they are accessible any time you use Studio, from any location or computer.

Available Criteria

When you click on any of the *Available Criteria* selections, you will see a new page from which you can select criteria. When choosing criteria from *Available Criteria* you can use the single right arrow button to move the elements to the *Selected* window. The double right arrow buttons will move every data element from the *Available* window to the *Selected* window. Once you make the appropriate selections, use the *Apply* button to return to *BLM Case Recordation Home*. The following selections are available in the *Available Criteria* screen:

County- This selection option allows you to select cases in one or more counties. This listing displays all counties available within the specific state that is selected. Once you make your selections, click *Apply*.

> *Hint:* **Some BLM state offices administer lands in multiple states. If a county listing does not appear to contain the name you are looking for, make sure the correct state is displayed in the *Select State* drop down menu.**

Location- Allows you to search the database for cases within a township and range window, section or a specific area of interest. You can search an individual township by typing a specific township and range reference in the *Min Value* line. A block of contiguous townships can be specified by entering the minimum and maximum values for a specific township and range window. Click *Apply*.

Important Note: In situations where you are researching an area of land that crosses a Base Line (i.e., the directions of your chosen townships are not equal), enter the southeastern township as your *Min Value* township and the northwestern township as your *Max Value* township. In situations where you are researching an area of land that crosses a Meridian (i.e., the directions of your chosen ranges are not equal), enter the eastern range as your *Min Value* range and the western range as your *Max Value* range. In any situation, if you enter invalid directions, values or a wrong sequence, Case Rec will not accept your selection.

> *Hint:* **You may use the *Tab* key to move around the window.**

Important Note: The *Meridian* drop down box lists all meridian codes in the country. Use this when you have more than one meridian in a state and there are identical numbered townships in both meridians, such as Utah.

> *Hint:* **This information applies nationally so not all Case Types work for every state.**

Important Note: The *Exclusive* check box clips the legal descriptions that fall outside of the township and range. Most often it is used when mapping to create a clean map.

Case Type- This selection gives you an alphabetical listing of all land case type descriptions and numeric codes for all states in the BLM data dictionary. Use the radio button to change the sort. Case types include withdrawals, wilderness studies, exchanges, oil and gas to name a few. Remember the *Help Index* contains a list of individual case types and their definitions. Once complete, click *Apply.*
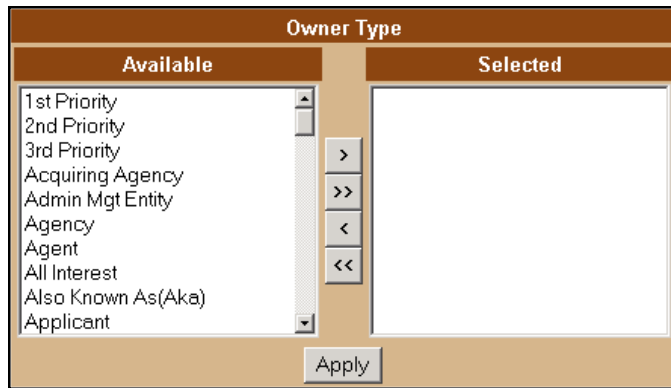
Owner Type- This selection lists all ownership types that apply to the BLM's case records. It allows you to look up certain types of owners such as lessee, operator or holder.

Disposition- *Disposition* allows you to search on the current status of an individual case. Active cases generally have an *authorized* or *pending* disposition. All other dispositions represent the condition under which the case was closed.
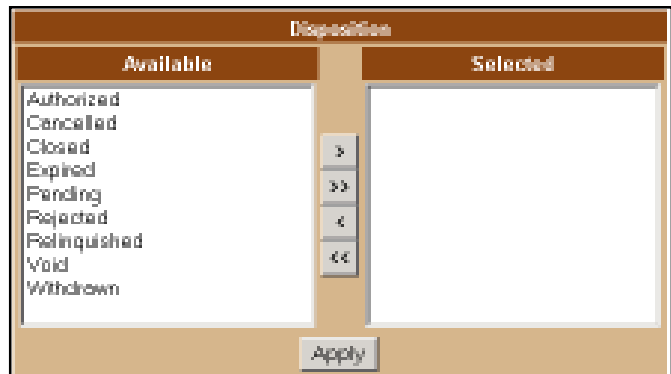
Owner Name - This selection allows you to limit your search to certain, specified owner names.

Hint: **If you do not know how a particular owner is listed in the database, you can use a wildcard,%. You can also use the Boolean call "or" to pull more than one owner or an owner with more than**
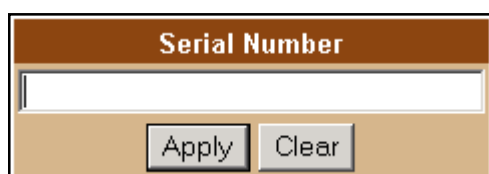
Serial Number- *Serial Number* allows you to search based on a case's unique serial number, as assigned by the BLM for identification. The serial number is similar to the case's social security number. You can use a wildcard if you don't know the exact state abbreviations or number of spaces.

Commodity Type - In this window, you can search by all commodity types listed in the BLM's data dictionary. Commodities generally refer to mineral resources that apply to various case types, such as Aluminum-Bauxite, Coalbed Methane Gas, Geothermal Heat and Petroleum. Not all commodities appear to be resources. Litter and trash are examples.
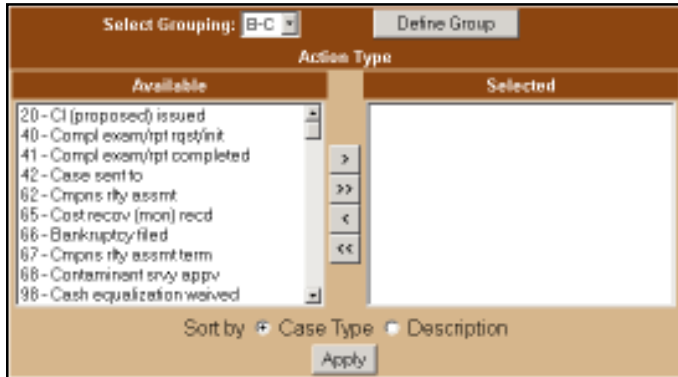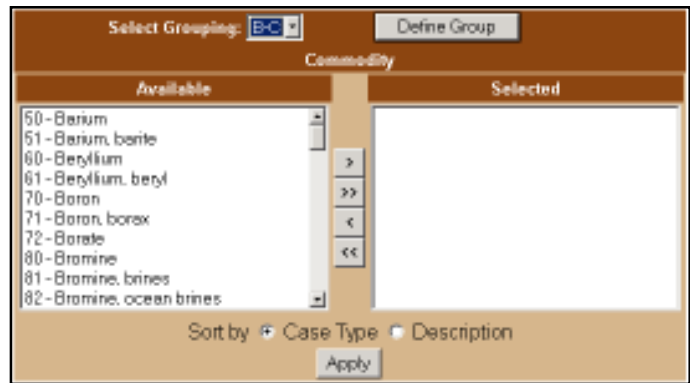
Action Type - *Action Type* refers to certain business events that have occurred during the "life" of a specific case, or can describe various items to identify something associated with a case. This selection allows you to search by those business events.

Action Date - Each action is associated with a date when the administrative activity took place. Using the *Action Date* selection you can limit your search to cases with actions that took place within a given period of time.

Expiration Date
This selection option allows you to limit your search to cases that expire within a given date range.

Current Selection

The *Current Selection* section links are as follows:

Count- The *Count* number represents the total number of unique cases in your selected database.

View List- Lists detail for all cases, including status, serial number, case type and commodity. Clicking on a *Serial Number* link will allow you to print that case's Serial Register Page.

Clear Criteria- Clears all selections previously made.
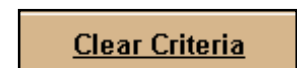
Save Criteria **Save Criteria-** Once you have made the appropriate selections, you can save them for future use. The advantage to saving your criteria is that it is accessible any time you use *PDS Studio*, from any location or computer.

Defined Criteria

The *Defined Criteria* section allows you to use previously defined data to query the case recordation database. The buttons are as follows:

Application Query- The *Application Query* drop down menu provides you with predefined queries that are commonly used to research the Case Recordation database. They are designed to help you understand the data and to assist you in getting started using this application. Click the *Recall* button to process the selected query.

User Query- The *User Query* drop down box lists queries that you have saved using the *Save Criteria* link. Click the *Recall* button to process the selected query. Click the *Delete* button to delete any unwanted queries.

CHAPTER TWO:
BLM Case Recordation

Foundation Exercises

The following exercises will help you to understand the basic foundations of the software; how to use *Available Criteria, Defined Criteria* and *Output Reports* to research the database. For detailed information about each report, refer to *Help* within the *BLM Case Recordation* Application.

Exercise A: Creating a Query Using Available Criteria.

Find all active cases in a county.

Step 1:

Clear Criteria link-use this to remove all previous selections.

Step 2:

County-Select and move to the right the county or counties that you want to research, and then click *Apply*.

*County*_____

Remember: **Some BLM state offices administer lands in multiple states. You may have to use the *Select State* drop down menu to change states in order to find the correct counties.**
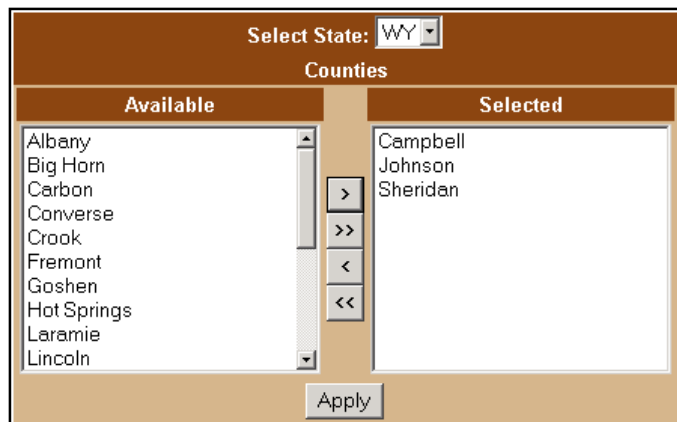
Step 3:

Disposition-This is the current status of the case. To select active cases, highlight the *Authorized* and *Pending* dispositions while holding down the *Control* key and select the single right arrow to move the selections to the right. All other dispositions are closed. Click *Apply*.

Authorized pulls cases that are active, *Pending* pulls cases that are pending authorization.
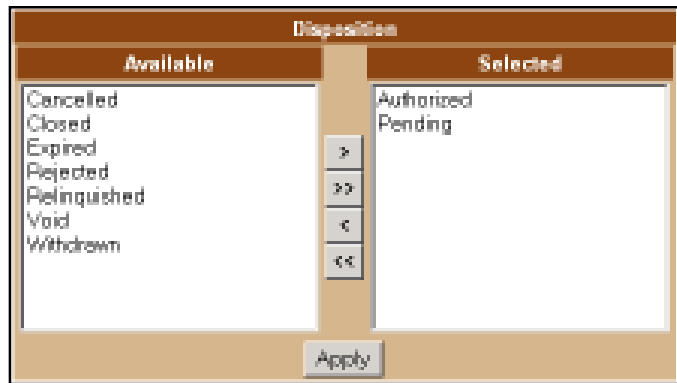
Step 4:

Count-Under *Current Selection, Count* should now display in red the total number of active cases in your selected geographic region.

Step 5:

Output-Case Type Frequency Report-This report gives us a big picture of activity that is occuring in the defined area of interest. It is an audit or inventory of the case types in effect.

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select from the radio buttons for your output to be either *PDF* or *CSV* format.

> *Note:* **A PDF file is a formatted report that is printable, but not editable. A CSV file can be opened in spreadsheet programs, including MircoSoft Excel. You can use the spreadsheet tools to perform further analysis.**
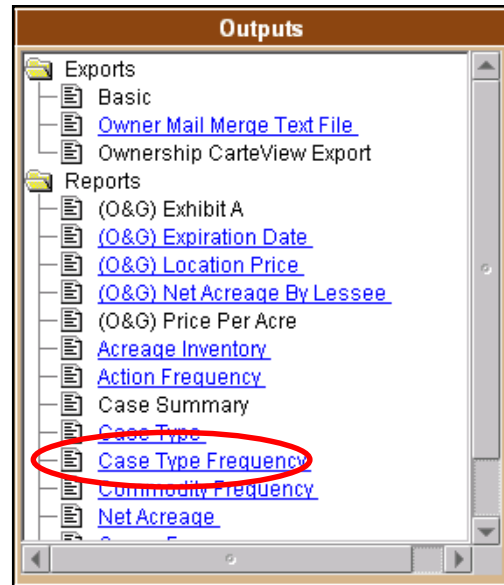
A check in *Include Selection* will list your query criteria on the report. Click *Continue*.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Once the report's *Status* displays *Completed* you can click on the report's underlined *Description* to view it.

Note: **Remember you must have Adobe Acrobat Reader in order to view a PDF file. See the PDS Studio Introduction for download instructions.**

Security Alert

You are about to be redirected to a connection that is not secure.

The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?

[Yes] [No]

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Case Type Frequency	Sep-25-2001	Completed	0:0:37	Oct-25-2001	Reports	View Receipt	Delete

Case Type Frequency

Sep-21-2001

Case Type	Description
186500	Conveyance document corr
210007	Acq-public land adm act
210013	Acq-flpma
211000	Donation of lands to us
218030	Acq-bur of reclamation
220100	Ex-blm sec 206, flpma
220200	Ex-fs sec 206, flpma
221001	Ex-state, taylor act

Report Selections:

County

Johnson

Sheridan

Campbell

Disposition Type

Pending

Authorized

Exercise B: Researching the Database.

This exercise uses a query similar to the one built in Exercise A. We will change the geographic area from a county to a township within the county, to look at a smaller area in more detail.

Step 1:

BLM Case Recordation Home-If you are still in the *Case Frequency Report*, exit the report by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page. Your orginal query created in Exercise A should still be selected. If not, you will need to follow Exercise A to make the appropriate selections.

Step 2:

County-Move the counties that you used in Exercise A back to the left. Click *Apply*.

Step 3:

Location-Enter the township and range you want to research. Change the direction using the drop down menu, if needed. Since we are pulling this data for a report and not exporting it to make a map, you do not need to check the *Exclusive* box. Click *Apply*.

Township and Range:

_____

Example: If you select a rectangular area of land, which includes all the area from 12N 90W to 18N 102W, you would enter 12N in the *Min Value* Township field, 18N in the *Max Value* Township field, 90W in the Range *Min Value* field, and 102W in the Range *Max Value* Field.

Step 4:

Count-Under *Current Selection*, *Count* should now display in red the total number of active cases in your selected geographic region.

Step 5:

Output-Case Type Frequency Report-This report gives us a big picture of activity within the selected area. Again, it is an audit or inventory of the active cases affecting lands in the area of interest.

> *Remember:* **Outputs appearing in blue underline are available to print or export. If the output is black, it means the case count is either zero or too large. Case counts can be lowered by adding additional search criteria that will narrow the search scope and focus.**

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.
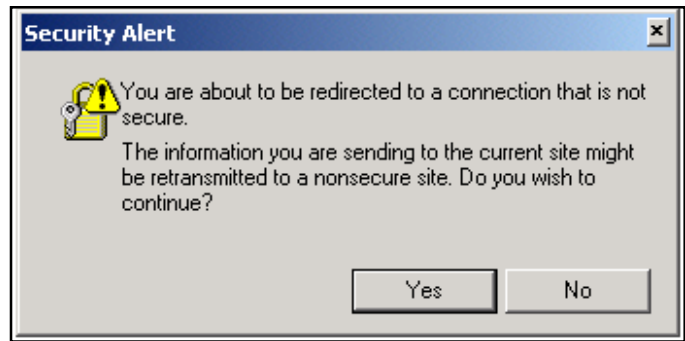
A check in *Include Selection* will list your query criteria on the report.

You may get a *Security Alert* window; you will need to click *OK* or *Yes* before you can view the report.

Once the report's *Status* displays *Completed* you can click on the report's underlined *Description* to view it. Click *Continue*. From the report, select a case type to look at in more detail.

Case Type _____

Case Type	Description	Total
186500	Conveyance document corr	2
210007	Acq-public land adm act	5
210013	Acq-flpma	31
211000	Donation of lands to us	5
218030	Acq-bur of reclamation	1
220100	Ex-blm sec 206, flpma	13

Step 6:

BLM Case Recordation Home-Exit the report by clicking the *Back* button and then the *BLM Case Recordation Home* link.

Step 7:

Case Type-Return to *Case Recordation Home* and highlight your case type of interest. You can use the drop down menu to select the grouping to make your search easier. Click *Apply*.
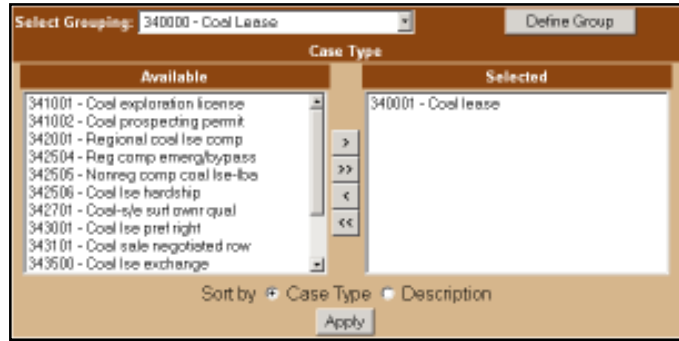
Step 8:

Count-Under *Current Selection*, *Count* should now display in red the number of active cases in our selected case type.

Step 9:

View List Button-The *View* button allows us to look at the data one case at a time. The information includes everything from the Serial Register Page. Single click on the underlined *Serial Number* to view the data on an individual case.

The *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

You may get a *Security Alert* window; you will need to click *OK* or *Yes* before you can view the report.

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it.

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Serial Register Page	Sep-27-2001	Completed	0:0:3	Oct-27-2001	Reports	View Receipt	Delete

Serial Register Page

Sep-27-2001

Case Type:	Coal lease				Serial Number:	WYW 0313773
Commodity:	Coal		Acres: 3,275.960		Disposition:	Authorized

Lessee

Owner Name	Street	City	State	Zip	Net Acres	%Int
RAG WYOMING LAND CO	PO BOX 3039	GILLETTE	WY	82717-3039	3,275.960	100.00

Meridian:	6th PM		State: WY	County:	Campbell
Township:	51 N	Range:	72 W		
Section:	21	1-16:			

Exercise C: Saving a User Query.

In example A, you learned to create a query to pull active case types. For this exercise you will learn to save a query so it can be used repeatedly. Saved queries can save time and ensure consistency in your research. Since the geographic location that you research often changes, do not include that in your saved query. This saved query will pull closed case types.

PDS Studio	BLM Case Recordation Home	Application Data Outputs	Help

Step 1:

BLM Case Recordation Home-If you are still in a report, exit the report by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page.

Step 2:

Clear Criteria Link-use this to remove all previous selections.

Clear Criteria

Step 3:

Disposition-Look for cases with a closed status.

Disposition	
Available	**Selected**
Authorized	Cancelled
Pending	Closed
	Expired
	Rejected
	Relinquished
	Void
	Withdrawn

Apply
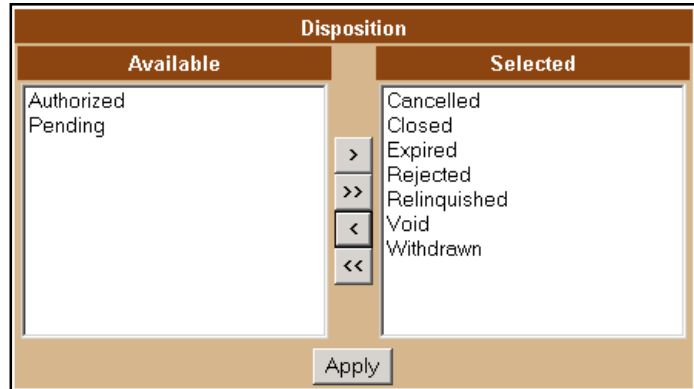
Step 4:

Count-Under *Current Selection*, Count should now display in red the total number of closed cases in your selected geographic region.

Count:

Step 5:

Save Criteria-Save the query using the *Save Criteria* link. Name this query "Closed Cases". Remember that these queries are saved with your PDS Studio account and are accessible whenever you are logged into *PDS Studio.*

Description

Closed Cases   Continue

Exercise D: Opening a Application Query or Base Query.

Premier has base queries that have been designed to help you pull the most commonly sought data in the BLM Case Recordation database. These base queries are just queries that we have saved for you as *Application Queries*; they are no different than the query we just saved in Exercise C.

Step 1:

Application Criteria-Click on the *Application Queries* drop down menu. Select *Active Oil & Gas Leases HBP*. Click *Recall*.

The Active Oil & Gas Leases HBP query defines all oil and gas cases that are currently being held by production of commercial quantities of oil and gas.

Note: **Using an *Application Query* will clear all previous criteria selections and replace them with the predetermined criteria for the query.**

Step 2:

Location-Enter the township and range you want to research. Change the direction using the drop down menu, if needed. Since we are pulling this data for a report and not exporting it to make a map, you do not need to check the *Exclusive* box.

Township and Range

_____

Step 3:

Count-Under *Current Selections, Count* should now display in red the number of cases being held by oil and gas production.

Count:

Step 4:

Output-Action Frequency Report-This report gives us the frequency of all actions on cases that are held by production.
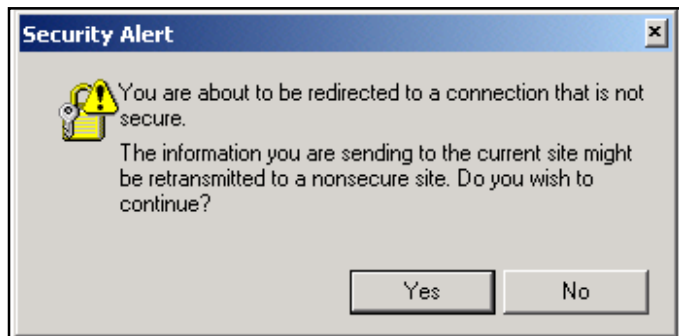
Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it.

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Action Frequency	Sep-27-2001	Completed	0:1:8	Oct-27-2001	Reports	View Receipt	Delete

Action Frequency

Nov-01-2001

Action Type	Description	Total
58	Notice sent-nonprod stat	2
59	Mms refund	2
84	Rental received by mms	23
102	Notice sent-prod status	16
103	Addtl info recd	5
104	Addtl info rqstd	1
111	Rental received	22
139	Asgn approved	62
140	Asgn filed	69
143	Bonus bid payment recd	2
191	Sale held	5
209	Case created by segr	3

Tip:
You can save this or any PDF file to your local drive by clicking on the Save icon when viewing the report. 💾

Exercise E: Modifying a Query.

You can modify a base query to pull additional information, such as Oil and Gas Transfer of Operating Rights. In a typical senerio, the owner of the working interest has the exclusive right to extract the minerals on the land. However, a lessee may transfer out of his working interest, leaving himself as owner of the working interest, but as the owner of very little production and the recipient of a small fraction of the income of the property.

PDS Studio	BLM Case Recordation Home	Application Data Outputs	Help

Step 1:

BLM Case Recordation Home-If you are still in a report, exit by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page.

Step 2:

Application Criteria-Click on the *Application Queries* drop down menu. Select *Active Oil & Gas Leases*. Click the *Recall* button.
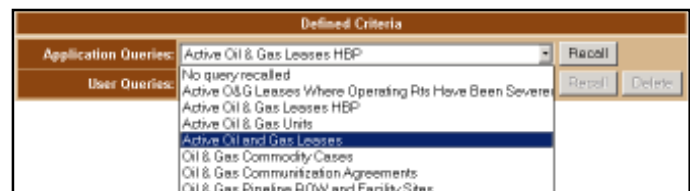
Step 3:

Actions-Under *Select Grouping*, select *S-Z*.

Highlight the following items:
*   *Trf oper rgts approved*
*   *Trf oper rgts filed*
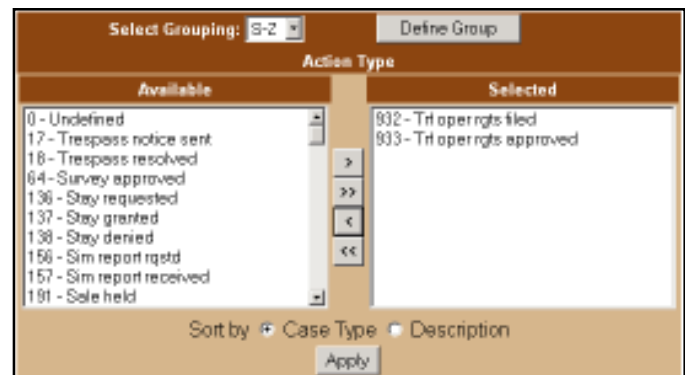
> *Hint:* Refer to *Help* for detailed descriptions of the BLM Case Recordation criteria.

Step 4:

Count-Under *Current Selections, Count* should now display in red the number of oil and gas cases that have had a transfer of operating rights.

Step 5:

Save Criteria-Save this query as "OG Transfer of Operating Rights" using the *Save Criteria* link.

Step 6:

County or Location-Select your geographic location.

Township and Range _____

Hint: When using Transfer of Operating Rights actions, remember that the government no longer adjudicates operating rights but the data will show that a transfer has taken place. In other words, we know the rights have been transferred but not from whom to whom.

Step 7:

Output-Serial Register Page-This provides the case's history as it is recorded in the BLM administrative office.

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it.

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Serial Register Page	Sep-27-2001	Completed	0:0:3	Oct-27-2001	Reports	View Receipt	Delete

Serial Register Page
Sep-27-2001

Case Type:	Coal lease			Serial Number:	WYW 0313773
Commodity:	Coal	Acres: 3,275.960		Disposition:	Authorized

Lessee

Owner Name	Street	City	State	Zip	Net Acres	%Int
RAG WYOMING LAND CO	PO BOX 3039	GILLETTE	WY	82717-3039	3,275.960	100.00

Meridian:	6th PM		State: WY		County: Campbell
Township:	51 N	Range: 72 W			
Section: 21	1-16;				

Exercise F: **Using the Units Query to Create a Report.**

For Exercise F, we will use the units query from the *Application Query* drop down menu to view the *Acreage Inventory* report. This will show us how many units are currently commited to an O&G unit.

| PDS Studio | BLM Case Recordation Home | Application Data Outputs | Help |

Step 1:

BLM Case Recordation Home-If you are still in a report, exit the report by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page.

Step 2:

Application Criteria-Click on the *Application Criteria* drop down menu. Select *Active Oil & Gas Units*. Click the *Recall* button.

The Active Oil & Gas Units query defines all active case types for oil and gas units, which is the agreement for the operation of separately owned interests as a joint operation.

Step 3:

Output-Acreage Inventory Report-This is the total number of acres currently committed to an O & G unit.

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it.

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Acreage Inventory	Sep-27-2001	Completed	0:0:22	Oct-27-2001	Reports	View Receipt	Delete

Acreage Inventory

Sep-27-2001

Serial Number	Case Type	Gross Acres	Disposition
NEW110987X	O&g api/state unit	1,440.000	Authorized
NEW110988X	O&g api/state unit	4,406.000	Authorized
NEW110989X	O&g api/state unit	2,920.000	Authorized
NEW110990X	O&g api/state unit	2,200.000	Authorized
NEW110991X	O&g api/state unit	520.000	Authorized
NEW116908X	O&g api/state unit	3,637.330	Authorized
NEW138299X	O&g api/state unit	5,760.000	Authorized
NEW142499X	O&g api/state unit	880.000	Authorized
WYW008340X	O&g exploratory unit	13,102.740	Pending
WYW090894X	O&g exploratory unit	2,680.000	Authorized
WYW090895X	O&g exploratory unit	874.020	Authorized
WYW090896X	O&g exploratory unit	13,061.760	Authorized
WYW090897X	O&g exploratory unit	9,716.530	Authorized
WYW090898X	O&g exploratory unit	1,280.000	Authorized
WYW090901X	O&g exploratory unit	4,105.330	Authorized

Exercise G: Using the Active Oil and Gas Leases Query to Create Reports.

This exercise shows you how to use the Owner Frequency report. You can use queries to quickly pull pertinent information for output reports. The Active Oil and Gas Leases query gives you the information you need for the Owner Frequency Report. This report shows you the number of cases per owner.

PDS Studio	BLM Case Recordation Home	Application Data Outputs	Help

Step 1:

BLM Case Recordation Home-If you are still in a report, exit the report by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page.

Step 2:

Application Criteria-Click on the *Application Query* drop down menu. Select *Active Oil & Gas Leases*. Click the *Recall* button.
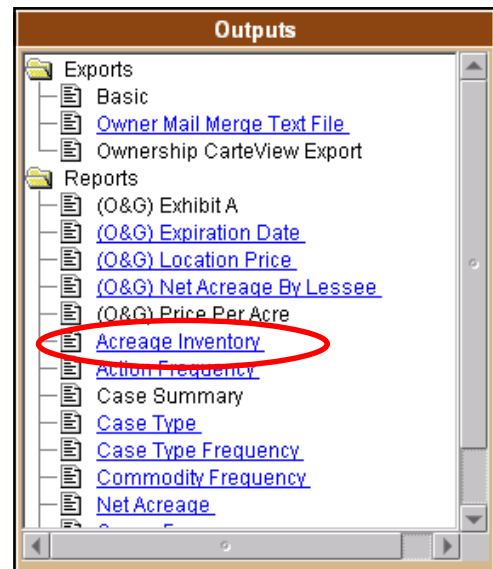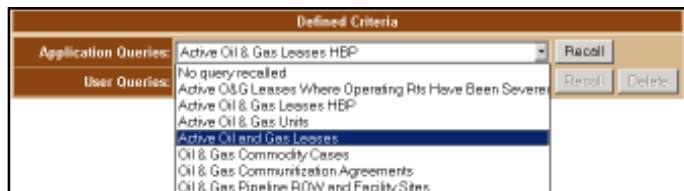
Step 3:

County or Location-If you want to narrow down to a geographic area, type in your geographic location.

County or Location:

_____
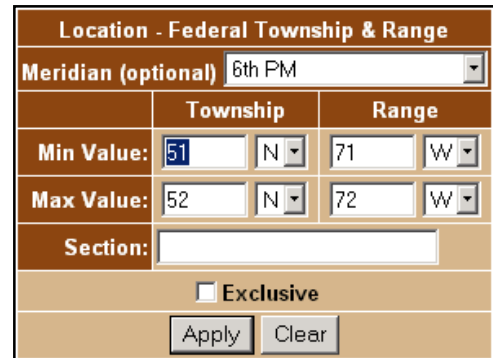
Step 4:
Owner Name-type in an owner name such as "Yates%".

Step 5:

Count-Under *Current Selections, Count* should now display in red the number of active oil and gas leases in your defined geographic location.
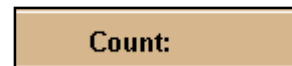
Step 6:

Output-Owner Frequency Report-By entering an owner name and using this report, you can start to see who is partnering with whom. Anyone listed in the report is a party in interest with Yates.

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

Outputs

Owner Mail Merge Text File
Ownership CarteView Export
Reports
(O&G) Exhibit A
(O&G) Expiration Date
(O&G) Location Price
(O&G) Net Acreage By Lessee
(O&G) Price Per Acre
Acreage Inventory
Action Frequency
Case Summary
Case Type
Case Type Frequency
Commodity Frequency
Net Acreage
Owner Frequency
Serial Register Page
Single Line

Title/Description

Owner Frequency   [Continue]

Output report in ⊙ PDF Format ○ CSV Format
☑ Include Selection

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Security Alert

You are about to be redirected to a connection that is not secure.

The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?

[Yes]   [No]

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it.

Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Owner Frequency	Sep-27-2001	Completed	0:0:11	Oct-27-2001	Reports	View Receipt	Delete

Completed Outputs - Click on Description to View

Owner Frequency

Sep-27-2001

Company	City	State	Total
YATES PETRO CORP	ARTESIA	NM	1,711
MYCO INDUSTRIES INC	ARTESIA	NM	1,577
YATES DRILLING CO	ARTESIA	NM	1,534
ABO PETRO CORP	ARTESIA	NM	1,519
SHARBRO OIL LTD CO	ARTESIA	NM	826
ANDEX RESOURCES LLC	HOUSTON	TX	628
LILLIE M YATES EST	ARTESIA	NM	545
SACRAMENTO PARTNERS LP	ARTESIA	NM	254
BELCO ENERGY I LP	DALLAS	TX	252
LOS CHICOS	ARTESIA	NM	252
BIG WEST OIL & GAS INC	NORTH SALT LAKE	UT	126
KEY PRODUCTION CO INC	DENVER	CO	123
MARICO EXPL INC	ARTESIA	NM	107
YATES JOHN A	ARTESIA	NM	93
TOM BROWN INC	DENVER	CO	60
T H MCELVAIN O&G LTD	SANTA FE	NM	51
MULL DRILLING CO	WICHITA	KS	42

Exercise H: Creating a Net Acreage Report.

This exercise will show you how to use the Net Acreage report. Viewing the Active Oil & Gas Leases query in the Net Acreage Report shows who the big players are within a geographic region.

PDS Studio	BLM Case Recordation Home		Application Data Outputs	Help

Step 1:

BLM Case Recordation Home-Exit the *Owner Frequency* report by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page, (your original query of *Active Oil and Gas Leases* is still selected).

Step 2:

Application Criteria- Click on the *Application Query* drop down menu. Select *Active Oil & Gas Leases*. Click the *Recall* button. By recalling the Query, the Location and Owner Name are automatically cleared.

Defined Criteria

Application Queries: Active Oil & Gas Leases HBP — [Recall]

User Queries:
- No query recalled
- Active O&G Leases Where Operating Rts Have Been Severe
- Active Oil & Gas Leases HBP
- Active Oil & Gas Units
- Active Oil and Gas Leases
- Oil & Gas Commodity Cases
- Oil & Gas Communitization Agreements
- Oil & Gas Pipeline ROW and Facility Sites

[Recall] [Delete]

Step 3:
County-Select and move to the right the county or counties that you want to research, and then click *Apply*.

*County*_____

Select State: WY

Counties

Available	Selected
Albany	Campbell
Big Horn	Johnson
Carbon	Sheridan
Converse	
Crook	
Fremont	
Goshen	
Hot Springs	
Laramie	
Lincoln	

[Apply]

Step 4:

Net Acreage Report-This report shows you gross acres of the lease, owner total gross acres, net acreage for each owner and the percentage.

Outputs

- Exports
  - Basic
  - Owner Mail Merge Text File
  - Ownership CarteView Export
- Reports
  - (O&G) Exhibit A
  - (O&G) Expiration Date
  - (O&G) Location Price
  - (O&G) Net Acreage By Lessee
  - (O&G) Price Per Acre
  - Acreage Inventory
  - Action Frequency
  - Case Summary
  - Case Type
  - Case Type Frequency
  - Commodity Frequency
  - Net Acreage

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it.

Title/Description

Net Acreage

Continue

Output report in ● PDF Format ○ CSV Format

☑ Include Selection

Security Alert ✕

You are about to be redirected to a connection that is not secure.

The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?

Yes   No

	Completed Outputs - Click on Description to View							
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type	
BLM Case Recordation	Wyoming Case Recordation	**Net Acreage**	Sep-28-2001	Completed	0:2:35	Oct-28-2001	Reports	**View Receipt** **Delete**

Net Acreage

Sep-28-2001

ABO PETRO CORP

Serial Number	Case Type	Gross Acres	% Interest	Net Acres	Disposition
WYW020937	O&g lse noncomp pub land	2514.270	0.00	0.000	Authorized
WYW040814	O&g lse simo public land	1473.510	33.333	491.170	Authorized
WYW041714	O&g lse simo public land	1214.310	33.33	404.730	Authorized
WYW041803	O&g lse simo public land	880.000	25.00	220.000	Authorized
WYW049634	O&g lse simo public land	640.000	33.31	213.120	Authorized
WYW066181	O&g lse simo public land	2396.720	33.33	798.827	Authorized
WYW092561	O&g lse simo public land	320.000	6.00	19.200	Authorized
WYW099945	O&g lse simo public land	200.000	6.00	12.000	Authorized
WYW097134	O&g lse simo public land	1920.000	6.00	115.200	Authorized
WYW098080	O&g lse simo public land	2433.160	3.333	81.097	Authorized
WYW100274	O&g lse simo public land	1520.290	16.665	253.356	Authorized

Exercise I: Creating a (O&G) Location Price Report.

This exercise will show you how to use the Location Price report. Viewing the Active Oil & Gas Leases query in the Location Price Report gives you four main items:

- Record Title Ownership (Lessee)
- Percent of Ownership
- Location of the Lease
- Held by Production or Expiration Date of the Lease Price.

Step 1:

BLM Case Recordation Home-If you are still in a report, exit it by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page, (your original query of Active Oil and Gas Leases is still selected).

PDS Studio	BLM Case Recordation Home	Application Data Outputs	Help

Step 2:

Location-Enter a geographic location if you desire.

Township and Range:

_____

> **Hint:**
> Reports marked with (O&G) were designed to highlight specific oil and gas information from the Case Recordation database. They are grouped together in the Outputs section.

Location - Federal Township & Range

Meridian (optional)	6th PM

	Township	Range
Min Value:	51 N	71 W
Max Value:	52 N	72 W
Section:		

☐ Exclusive

[Apply] [Clear]

Step 3:

Location Price Report-From *Outputs* select the *Location Price Report*.

Outputs

📁 Exports
　📄 Basic
　📄 Owner Mail Merge Text File
　📄 Ownership CarteView Export
📁 Reports
　📄 (O&G) Exhibit A
　📄 (O&G) Expiration Date
　📄 (O&G) Location Price
　📄 (O&G) Net Acreage By Lessee
　📄 (O&G) Price Per Acre
　📄 Acreage Inventory
　📄 Action Frequency
　📄 Case Summary
　📄 Case Type
　📄 Case Type Frequency
　📄 Commodity Frequency
　📄 Net Acreage

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it.

Note:
If there is a "$0.00" in the *Price Per Acre* then the price is pre-1987. It was sold over-the-counter or was created through segregation.

Exercise J: Creating the Commodity Frequency Report.

This report shows the total number of cases that correspond to a given resource/commodity.

| PDS Studio | BLM Case Recordation Home | Application Data Outputs | Help |

Step 1:

BLM Case Recordation Home-If you are still in a report, exit the report by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page.

Step 2:

County or Location-Select your geographic location.

County or Location:

_____

Location - Federal Township & Range

Meridian (optional)	6th PM				
	Township		**Range**		
Min Value:	51	N	71	W	
Max Value:	52	N	72	W	
Section:					

☐ Exclusive

Apply   Clear

Step 3:

Disposition-Select *Authorized* and *Pending*.

Disposition

Available		Selected
Cancelled		Authorized
Closed		Pending
Expired	>	
Rejected	>>	
Relinquished	<	
Void	<<	
Withdrawn		

Apply

Step 4:

Count-Under *Current Selections, Count* should now display in red the total number of active cases in your defined geographic location.
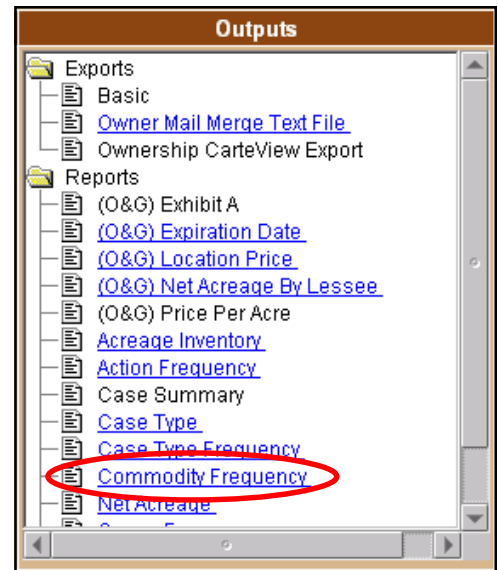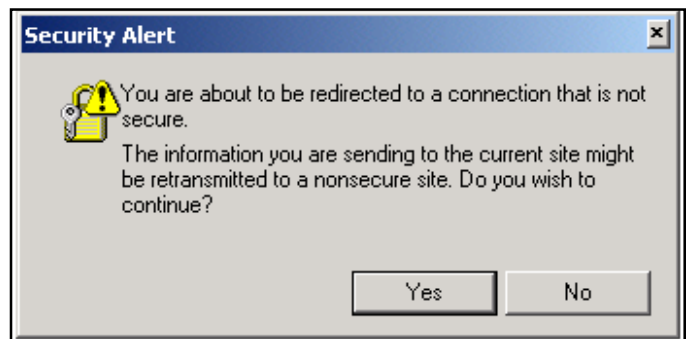
Count:

Step 5:

Output-Commodity Frequency Report-This report shows the total number of cases that correspond with a given resource/commodity.

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

Outputs
📁 Exports
📄 Basic
📄 Owner Mail Merge Text File
📄 Ownership CarteView Export
📁 Reports
📄 (O&G) Exhibit A
📄 (O&G) Expiration Date
📄 (O&G) Location Price
📄 (O&G) Net Acreage By Lessee
📄 (O&G) Price Per Acre
📄 Acreage Inventory
📄 Action Frequency
📄 Case Summary
📄 Case Type
📄 Case Type Frequency
📄 Commodity Frequency
📄 Net Acreage

Title/Description

Commodity Frequency   [Continue]

Output report in ⦿ PDF Format ○ CSV Format

☑ Include Selection

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Security Alert

🔑⚠ You are about to be redirected to a connection that is not secure.

The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?

[Yes]   [No]

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it. Select a commodity and exit the report to the Case View screen.

Commodity type _____

Completed Outputs - Click on Description to View

Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Commodity Frequency	Sep-28-2001	Completed	0:0:5	Oct-28-2001	Reports	View Receipt	Delete

Commodity Frequency

Sep-28-2001

| Commodity	Description	Total
140	Coal	20
451	Petroleum, crude oil	7
459	Oil & gas	110
524	Sand and gravel, clink	2
970	Other energy Facilities	5
	Total:	144

Step 6:

BLM Case Recordation Home-Exit the Owner Frequency Report by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page.
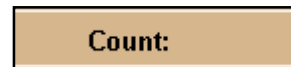

Step 7:

Commodity Type-Under *Select Grouping*, select the grouping you want to view.

Highlight your commodity type of interest.
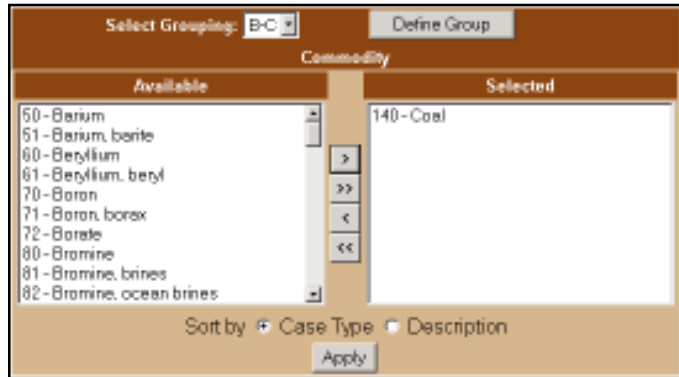
Step 8:

Count-Under *Current Selections, Count* should now display in red the number of active cases in our selected commodity type.
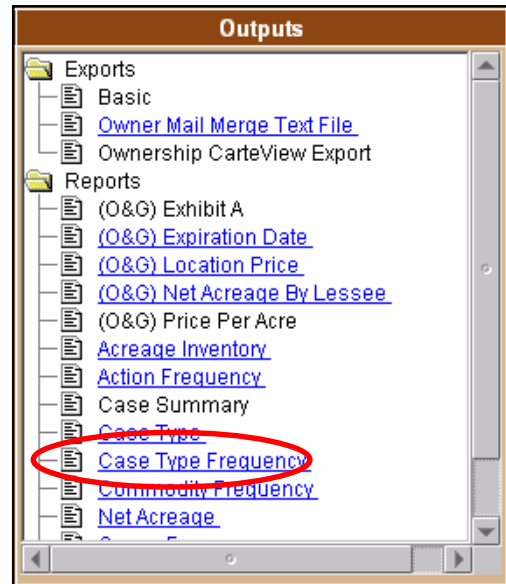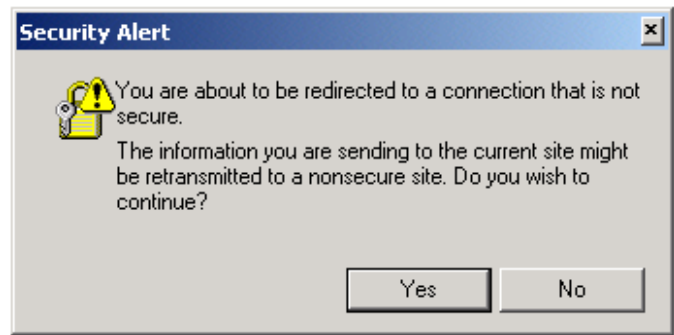

Step 9:

Case Type Frequency Report-This report shows us all the case types used for a single commodity.

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. You can select your output to be either *PDF* or *CSV* format.

A check in *Include Selection* will list your query criteria on the report.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you can view the report.

Security Alert

You are about to be redirected to a connection that is not secure.

The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?

Yes   No

Once the report's *Status* reads *Completed* you can click on the report's underlined *Description* to view it.

Completed Outputs - Click on Description to View									
Application	Data Source	Description	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Case Type Frequency	Sep-21-2001	Completed	0:0:12	Oct-21-2001	Reports	View Receipt	Delete

Case Type Frequency

Sep-26-2001

Case Type	Description	Total
340001	Coal lease	4
341001	Coal exploration license	3
342001	Regional coal lse comp	2
342505	Nonreg comp coal lse-lba	2
343001	Coal lse pref right	3
343500	Coal lse exchange	2
348001	Logical mining unit	4
	Total:	20

Exercise K: Creating an Acreage Inventory Report in CSV Format.

This exercise will show you how toview the Acreage Inventory report in CSV format. A CSV file can be opened in most spreadsheet programs, including Microsoft Excel. You can use their programs analysis and graphing tools to further analyze the report information.
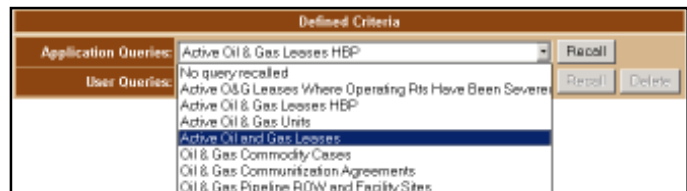
Step 1:

BLM Case Recordation Home-If you are still in a report, exit the report by clicking the *Back* button and then the *BLM Case Recordation Home* link. This will return you to the *BLM Case Recordation Home* page.

Step 2:

Application Criteria-Click on the *Application Query* drop down menu. Select *Active Oil & Gas Leases*. Click the *Recall* button.
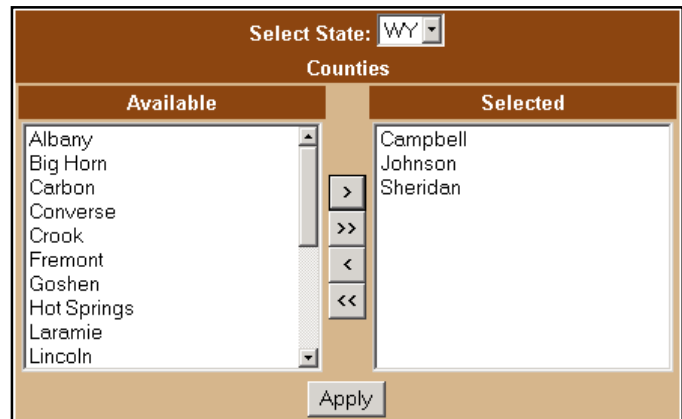
By recalling an Application Query, any Available Criteria previously selected is automatically cleared.

Step 3:

County-Select and move to the right the county or counties that you want to research, and then click *Apply*.

County_____

Step 4:

Output-Acreage Inventory Report-This is the total number of acres currently committed to O & G leases. In this example, we will output to a CSV file and open it in MicroSoft Excel.

Once you click on the report, the *Title/Description* window will appear. You can change the name of your report here, if you choose. Select your output to be *CSV* format.

A check in *Include Selection* will list your query criteria on the report. Click *Continue*.
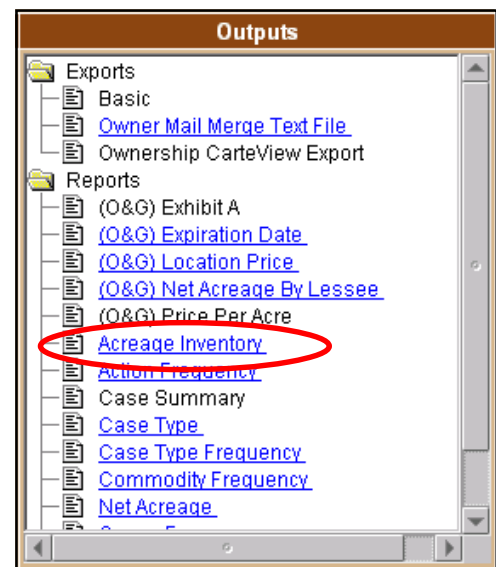
You may get a *Security Alert* window; you will need to click *OK* or *YES* before you can view the report.
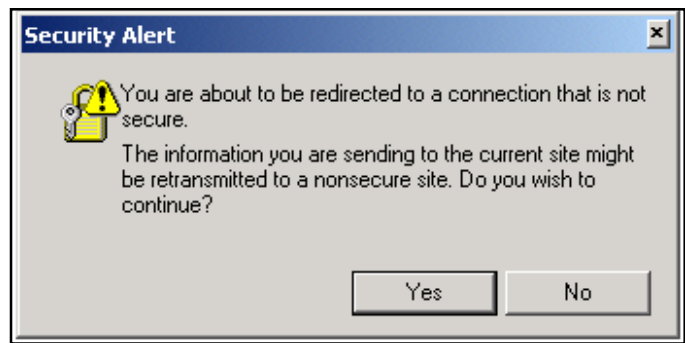
Once the *Report Status* displays *Completed* you can **right** click on the Report's underlined *Description*. This will bring up a pop up context menu where you can select *Save Target As...* giving you a Browse window where you can name and save your file.
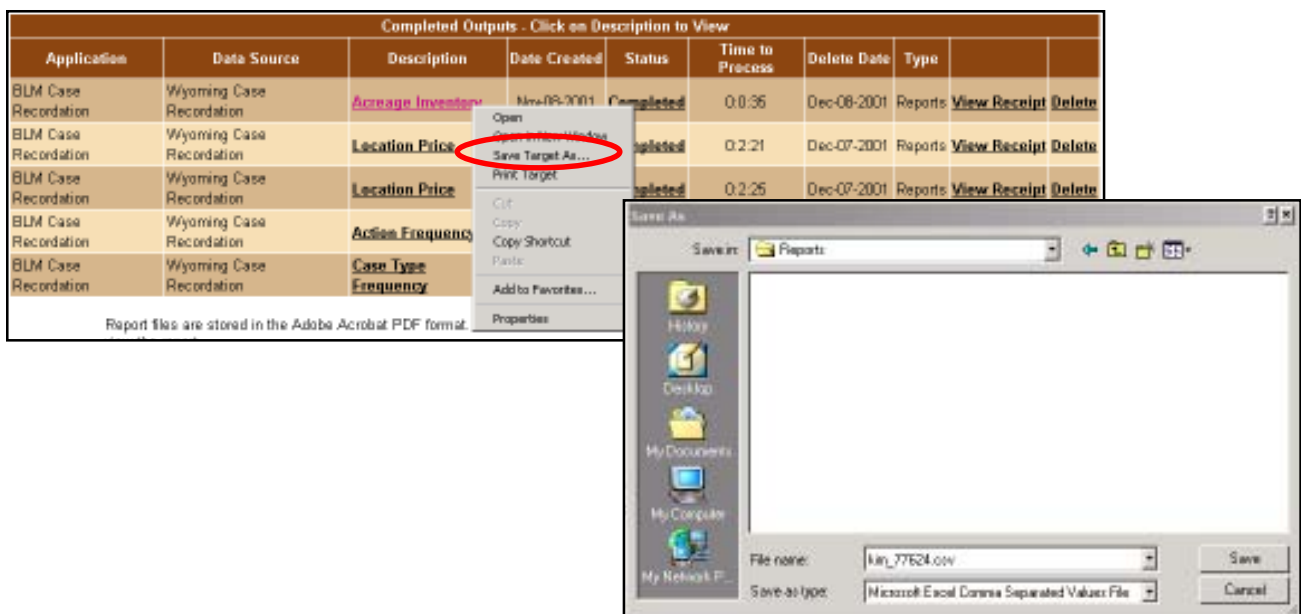
When the download has finished processing, the message will read *"Download Complete"*. Click the *Close* button.

If you click the Open button, the report will open in Excel but will not be formatted correctly.
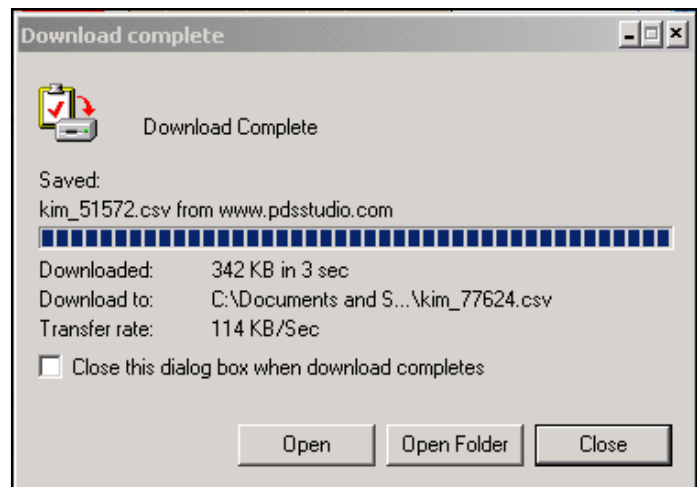
Now open MicroSoft Excel and browse to your file to open it. You may have to change your "*File of type:*" in order to see it.

Test Your Knowledge:

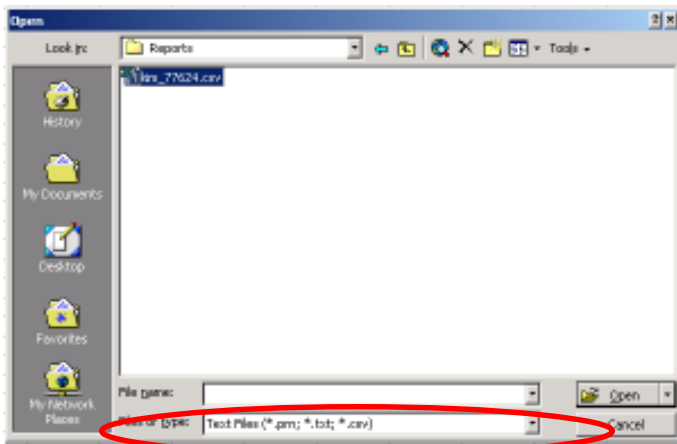**Based on what we have covered thus far, you should be able to correctly answer the following questions. So give it a try and see how you do. Let's get started.**

1.   Identify the number of active oil and gas leases for which _____ has its name on the title.

      Your Answer: _____

2.   Identify the number of acres committed to units in _____?

      Your Answer: _____

3.   Identify the number of acres under lease in _____ ?

      Your Answer: _____

4.   What mineral activities are occurring in _____?

      Your Answer: _____

5.   Review "Pending" cases in _____? Does this have an impact on work load?

      Your Answer: _____

[This page left intentionally blank.]

CHAPTER FOUR:
BLM Case Recordation

Additional Oil and Gas Examples and Exercises

This section outlines additional examples and exercises.

1. Retrieving a case (lease, unit, other) when you have a serial number.
   - Open BLM Case Recordation.
   - Click on the appropriate state's Case Recordation Database.
   - Under "Available Criteria" select Serial Number.
   - Type in the Serial Number. Start with a Percent Sign (%), type in numerals only, and end with a Percent Sign. (Use a percent sign as a wild card.)
   - Click Apply.
   - Under the "Current Selection," the Count field will tell you how many cases meet the criteria you have selected.
   - Under "Outputs," select Serial Register Page.
   - Type in a Report Name (this can be left blank) and click the Continue button.
   - Select the Purchase Ordered Outputs button.
   - Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

2. Identifying whom the major lease holders are in a township block and determine their relative acreage positions.
   - Open BLM Case Recordation.
   - Click on the appropriate state's Case Recordation Database.
   - To open a base query, select Active Oil and Gas Leases in the "Application Criteria" drop down box.
   - Click Recall. The Case Type and Disposition selections will automatically populate.
   - Under "Available Criteria," select Location and enter the Township and Range of your area of interest. To enter a County instead, select the County under "Available Criteria" and scroll to the appropriate county.
   - Click Apply.
   - Under the "Current Selection," the Count field will tell you how many cases there are meeting the criteria you have selected.
   - Under "Outputs," select the Owner Frequency Report.
   - Type in a Report Name (this can be left blank) and click the Continue button.
   - Select the Purchase Ordered Outputs button.
   - Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

3. Identifying all the cases in an area that may affect your activity.
   - Open BLM Case Recordation.
   - Click on the appropriate state's Case Recordation Database.
   - Under the "Available Criteria", select Location and enter the Township and Range in your area of interest.
   (To enter a County instead, select the County under the "Available Criteria" window and scroll to the appropriate county.)
   - Click Apply.
   - Under "Available Criteria," select Disposition. Move Authorized and Pending to the right, by using the single right arrow to move them to the "Selected" window.
   - Click Apply.
   - Under the "Current Selection," the Count field will tell you how many cases meet the criteria you have selected.
   - Under "Outputs", select the Case Type Frequency Report, to get a list of all active case types in your area.
   - Type in a Report Name (this can be left blank) and click the Continue button.
   - Select the Purchase Ordered Outputs button.
   - Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

4. Determining how many acres under oil & gas leases are expiring in a geographic area over a certain time frame.
   - Open BLM Case Recordation.
   - Click on the appropriate state's Case Recordation Database.
   - To open a base query, select Active Oil and Gas Leases in the "Application Criteria" drop down box.
   - Click Recall. The Case Type and Disposition selections will automatically populate.
   - Under the "Available Criteria," window select Location and enter the Township and Range in your area of interest. (To enter a County, select the County under "Available Criteria" and scroll to the appropriate county.)
   - Click Apply.
   - Under the "Available Criteria" window, select Expiration Date and enter the earliest and latest date.
   - Click Apply.
   - Under the "Current Selection," the Count field will tell you how many cases meet the criteria you have selected.
   - Under "Outputs," select the Net Acreage Report to view individual owners and the leases expiring.
   - Type in a Report Name, (this can be left blank) and click the Continue button.
   - Click on the Purchase Ordered Outputs button.
   - Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

5. Identifying all the active oil and gas leases in your area of interest.
   - Open BLM Case Recordation.
   - Click on the appropriate state's Case Recordation Database.
   - To open a base query, select Active Oil and Gas Leases in the "Application Criteria" drop down box.
   - Click Recall. The Case Type and Disposition selections will automatically populate.
   - Under the "Available Criteria," select Location and enter the Township and Range in your area of interest. (To enter a County instead, select the County under "Available Criteria" and scroll to the appropriate county.)

- Click Apply.
- Under the "Current Selection," the Count field will tell you how many cases meet the criteria you have selected.
- Under "Outputs," select Location Price to view summary information or select Serial Register Page to view detailed history of the cases.
- Type in a Report Name (this can be left blank) and click the Continue button.
- Click on the Purchase Ordered Outputs button.
- Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

6. Determining which oil and gas leases have had operating rights severed from record title.
   - Open BLM Case Recordation.
   - Click on the appropriate state's Case Recordation Database.
   - To open a base query, select Active Oil and Gas Leases in the "Application Criteria" drop down box.
   - Click Recall. The Case Type and Disposition selections will automatically populate.
   - Under the "Available Criteria," select Location and enter the Township and Range in your area of interest. (To enter a County instead, select the County under "Available Criteria" and scroll to the appropriate county.)
   - Under "Available Criteria," select Action Type.
   - Under the "Select Grouping," select S-Z at the drop down menu.
   - Select Trf oper rgts filed and Trf oper rgts approved (close to the end of the list) and use the single right arrow to move them to the "Selected" window.
   - Click the Apply button.
   - Under the "Current Selection," the Count field will tell you how many cases meet the criteria you have selected.
   - Under "Outputs," select the Serial Register Page to view when operating rights transfers were filed and approved.
   - Type in a Report Name (this can be left blank) and click the Continue button.
   - Click on the Purchase Ordered Outputs button.
   - Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

7. Determine what leases a particular company or which owners have record title interest.
   - Open BLM Case Recordation.
   - Click on the appropriate state's Case Recordation Database.
   - To open a base query, select Active Oil and Gas Leases in the "Application Criteria" drop down box.
   - Click Recall. The Case Type and Disposition selections will automatically populate.
   - Under the "Available Criteria," select Location and enter the Township and Range in your area of interest. (To enter a County instead, select the County under Available Criteria and scroll to the appropriate county.)
   - Click Apply.
   - Under "Available Criteria," select Owner Name. Type in the Owner Name. Always abbreviate the name and use a percent sign as a wild card. For multiple names use this format: abc% or xyz%.
   - Click Apply.
   - Under the "Current Selection," the Count field will tell you how many cases meet the criteria you have selected.
   - Under "Outputs," select the Location Price for summary information or the Serial Register Page for detailed information.

- Type in a Report Name, (this can be left blank) and click the Continue button.
- Click on the Purchase Ordered Outputs button.
- Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

8. Determine what leases are committed to a unit or communitization agreement.
   - Open BLM Case Recordation.
   - Click on the appropriate state's Case Recordation Database.
   - To open a base query, select Active Oil and Gas Leases in the "Application Criteria" drop down box.
   - Click Recall. The Case Type and Disposition selections will automatically populate.
   - Under the "Available Criteria," select Location and enter the Township and Range in your area of interest. (To enter a County instead, select the County under "Available Criteria" and scroll to the appropriate county.)
   - Click Apply.
   - Under "Available Criteria" select Action Type.
   - Under the "Select Grouping" select I-L at the drop down menu. Select lease committed to unit and lease committed to ca and use the single right arrow to move them to the Selected window.
   - Click Apply.
   - Under the "Current Selection" the Count field will tell you how many cases there are meeting the criteria you have selected
   - Under "Outputs," select the Location Price Report for summary information or the Serial Register page for detailed information.
   - Type in a Report Name, (this can be left blank) and click the Continue button.
   - Click on the Purchase Ordered Outputs button.
   - Under the "Purchased Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

9. Determine coal activity in a particular area.
   - Open BLM Case Recordation.
   - Click on the appropriate state Case Recordation Database.
   - Under the available criteria, select Location and enter the Township and Range in your area of interest. To enter a County instead, select the County under Available Criteria and scroll to the appropriate county.
   - Click Apply.
   - Under "Available Criteria," select Commodity.
   - Under the "Select Grouping," select B-C at the drop down menu.
   - Scroll down to Coal, and use the single right arrow to move it to the Selected window.
   - Click Apply.
   - Under "Available Criteria," select Disposition. Then select Authorized and Pending. Use the single right arrow to move them to the right.
   - Click Apply.
   - Under the "Current Selection," the Count field will tell you how many cases there are meeting the criteria you have selected.
   - Under "Outputs," select Case Type Frequency to view different case types relating to coal or select Serial Register Page to view the detail on each case.
   - Type in a Report Name (this can be left blank) and click the Continue button.
   - Click on the Purchase Ordered Outputs button.
   - Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

10. Determine the price per acre being paid for oil and gas leases at the BLM lease sales over the last two years in a particular area.
    - Open BLM Case Recordation.
    - Click on the appropriate state's Case Recordation Database.
    - To open a base query, select Active Oil and Gas Leases in the "Application Criteria" drop down box.
    - Click Recall. The Case Type and Disposition selections will automatically populate.
    - Under the "Available Criteria," select Location and enter the Township and Range in your area of interest. (To enter a County instead, select the County under Available Criteria and scroll to the appropriate county.)
    - Click Apply.
    - Under "Available Criteria," select Action Type.
    - Under "Select Grouping" there is a drop down box; select I-L.
    - Scroll down and select Lease Issued. Use the single right arrow to move them right.
    - Click Apply.
    - Under "Available Criteria," select Action Date. Type in the earliest and the latest date.
    - Click Apply.
    - Under the "Current Selection," the Count field will tell you how many cases there are meeting the criteria you have selected.
    - Under "Outputs," select Location Price Report for summary information or the Serial Register page for detailed information.
    - Type in a Report Name (this can be left blank) and click the Continue button.
    - Click on the Purchase Ordered Outputs button.
    - Under the "Purchase Ordered Outputs" window, after the status is completed, click on the name of your output in the Description column to download the report.

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CHAPTER FIVE:
BLM Case Recordation

Additional Land Use and Land Action Case Types

This section outlines additional areas to explore to see the vast variety of useful data within the BLM's Case Recordation dataset. Although many of the exercises within this workbook pertain to the highly valuable land use case types for oil and gas and coal, there are many other data queries that are of potential use to you.

Use the Case Type selection under Available Criteria to explore the vast variety of useful data within the BLM's Case Recordation dataset.

As you can see from the Select Grouping drop down menu, there is a large variety of Case Type data available. A brief listing of the most commonly recorded Case Type groups is shown below. Some of these case records are split between the Case Recordation database and the Status database, particularly with regards to permanent land conveyances and exchanges. When available in the Status database, these cases will also contain data fields for the "Rights" retained by the U.S. Government, such as subsurface minerals, surface ditches and canals, etc.

180000--Public Admin Procedures	Title conveyances and quitclaim deeds
210000--Acquisitions	Land acquired by the U.S. by purchase, condemnation or gift
220000--Exchanges	Land exchanged into and out of U.S. government jurisdiction
230000--Withdrawals	Land restricted from normal multiple use, thus holding the land for specific public purposes
240000--Land Classification	Land classified to designate use availability
250000--Patents	Deeded legal title to private owner patentee
260000--Grants	Gift of land to non-U.S. government owner
270000--Sale	Sale of land to non-U.S. government owner
280000--Right of Way (ROW)	Permit or easement authorizing land to be used for certain specified purposes, commonly for pipelines, roads, telephone lines, etc.
290000--Leases & Permits	Miscellaneous leases and permits such as for recreation and public purpose, airport sites, etc.
310000--Oil & Gas	Oil and Gas leases, units, etc.
320000--Geothermal Leasing	Geothermal leases
340000--Coal Lease	Goal leases, units and mining sites
350000--Leasing Area	Various lease and use authorizations and classifications for minerals other than oil, gas or coal
360000--Mineral Materials Disp	Various lease and use authorizations and classifications for minerals other than oil, gas or coal
380000--Mineral Patents patentee	Deeded legal title of mineral right to non-U.S. government owner
390000--Min Miscellaneous	Various lease and use authorizations and classifications for minerals other than oil, gas or coal

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CHAPTER SIX:
BLM Case Recordation

Exports to Create a Map

This section outlines the steps needed to create export files used in making a map in either CarteView for ArcView or MapInfo.

To make a map in CarteView with one layer or many layers you will need to follow four simple steps:
- Digital PLS- pull a digital land grid copy of area to be mapped.
- Premier Export Data file- process a data file containing the data that you want to map.
- CarteView- Use CarteView to process the data file against the digital land grid.
- Cartography- Clean up the map to make it look the way you want.

In this section we will be creating the BLM Case Recordation export files (step 2) that we will later map against the digital land grid in CarteView.

Layer A: Active Oil and Gas Leases.

Step 1:

Application Criteria-From the *BLM Case Recordation Home* screen, click on the *Application Queries* drop down menu. Select *Active Oil & Gas Leases*. Click *Recall*.

Step 2:

Location-Select your geographic location.

Remember: When the *Exclusive* box is checked only the records for the designated area will be included in the query results.

Step 3:

Count-This gives you the total number of active oil and gas lease cases in your defined geographic location.

Step 4:

Output-Export-Ownership CarteView Export-Select the *Ownership CarteView Export*.

Export Options-
Export Options automatically preforms lot and tract substitution. If you do not want to perform lot and tract substitution for your map export file, uncheck the box.

For *Output Half Townships* select *5* if you are using Premier's 24K or 100K grid, select *2* if you are using GCDB grid.

Check the *Use Survey Type* box to include Survey Type as one of the data elements required for retrieval. If the box is checked, the application looks at the export file and retrieves those records whose survey types match the survey types of the records in the lld database.

Click the *Continue* button.

Description-You can change the name of your export file in the *Description* window. If you are going to be creating several exports, it is a good idea to change the description to match your criteria.

Click the *Continue* button.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you export.

Once the *Report Status* displays *Completed* you can click on the Report's underlined *Description* to export it.

Application	Data Source	Description	File Name	Date Created	Status	Time to Process	Delete Date	Type		
BLM Case Recordation	Wyoming Case Recordation	Active Oil and Gas Leases	kim_5145	Nov-27-2001	Completed	0:0:42	Dec-27-2001	Exports	View Receipt	Delete

Step 5:

Export the file to your hard drive-You can either open the zipped file to save to your hard drive, or save the zipped file to your hard drive to open later. In this example, we will open the zip file.

Click *Open*. The file will compress to a temporary file in the background and WinZip will open. Depending on your preferences, you will either get the main WinZip Classic window or the WinZip Wizard.

Highlight the export file, click the *Extract* button and browse to your map project folder. This will unzip the file and save it locally on your hard drive. This file can then be opened and mapped in CarteView.
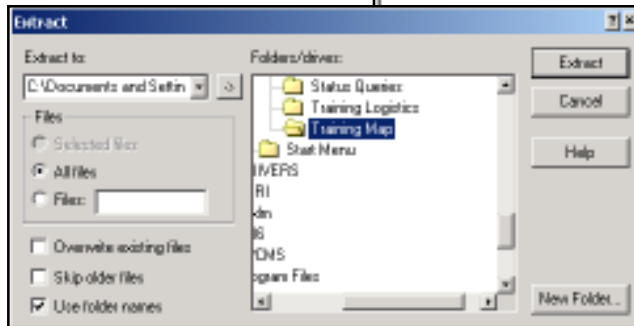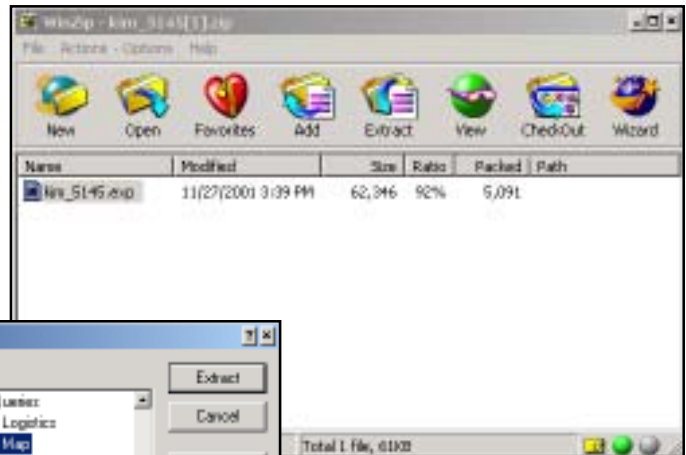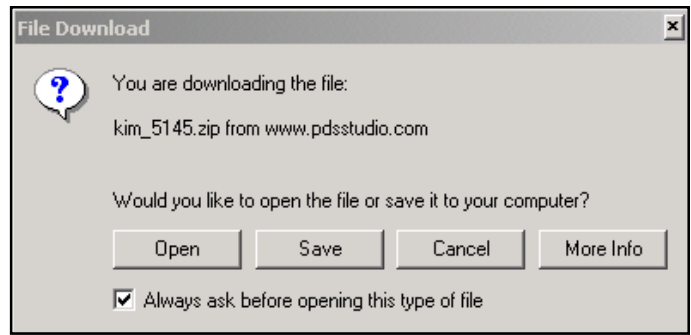
Layer B: Active Oil and Gas Units.

Step 1:

Application Criteria-From the *BLM Case Recordation Home* screen, click on the *Application Query* drop down menu. Select *Active Oil & Gas Units*. Click *Recall*.

Step 2:

Location-Select your geographic location.

Remember: When the *Exclusive* box is checked only the records for the designated area will be included in the query results.

Step 3:

Count-This gives you the total number of active oil and gas lease cases in your defined geographic location.

Step 4:

Output-Export-Ownership CarteView Export-Select the *Ownership CarteView Export*.

Export Options-*Export Options* automatically preforms lot and tract substitution. If you do not want to perform lot and tract substitution for your map export file, uncheck the box.

For *Output Half Townships* select *5* if you are using Premier's 24K or 100K grid, select *2* if you are using GCDB grid.

Check the *Use Survey Type* box to include Survey Type as one of the data elements required for retrieval. If the box is checked, the application looks at the export file and retrieves those records whose survey types match the survey types of the records in the lld database.
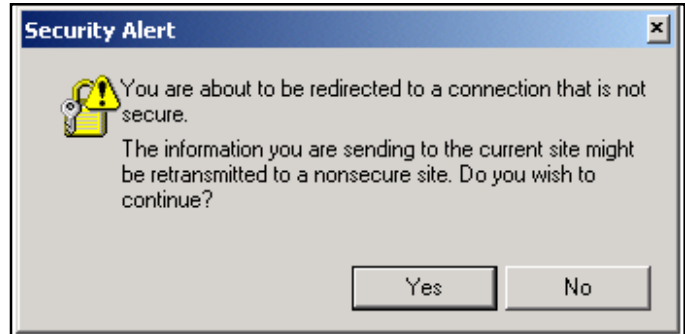
Click the *Continue* button.

Description-You can change the name of your export file in the *Description* window. If you are going to be creating several exports, it is a good idea to change the description to match your criteria.

Click the *Continue* button.

You may get a *Security Alert* window; you will need to click *Yes* or *OK* before you export.

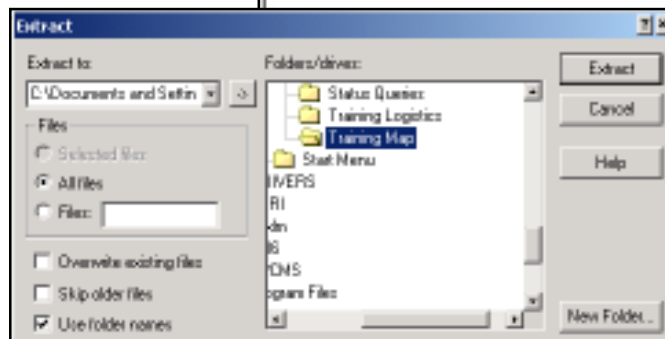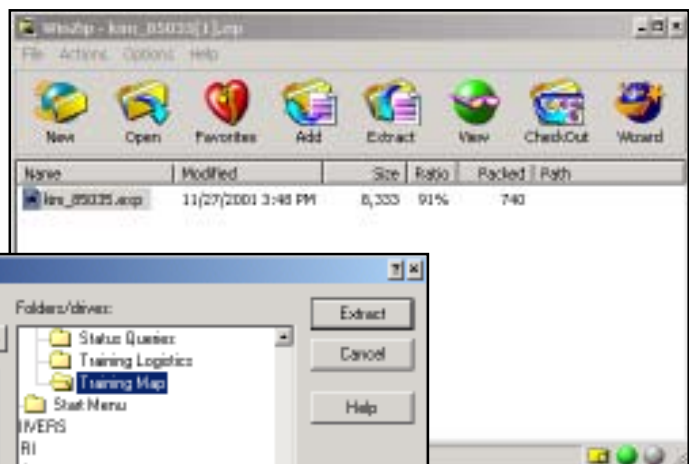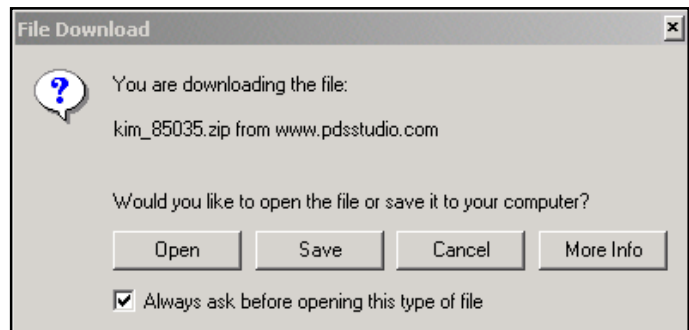Once the *Report Status* displays *Completed* you can click on the Report's underlined *Description* to export it.

Step 5:

Export the file to your hard drive-You can either open the zipped file to save to your hard drive, or save the zipped file to your hard drive to open later. In this example, we will open the zip file.

Click *Open*. The file will compress to a temporary file in the background and WinZip will open. Depending on your preferences, you will either get the main WinZip Classic window or the WinZip Wizard.

Highlight the export file, click the *Extract* button and browse to your map project folder. This will unzip the file and save it locally on your hard drive. This file can then be opened and mapped in CarteView.

Layer C: Closed Oil and Gas Leases.

If you are mapping only from the BLM Case Recordation Database, you may want to map closed leases in order to see what lands are available. If you are using the BLM Status Database to map land ownership, skip Layer C and use the Status Queries in both the BLM Status Database and the BLM Case Recordation databases to see what lands are available.

Step 1:

Application Criteria-From the *BLM Case Recordation Home* screen, click on the *Application Queries* drop down menu. Select *Active Oil & Gas Leases*. Click *Recall*.

Step 2:

Disposition-To make this query closed oil and gas, change the *Disposition*. To select cases with a closed status, the easiest way is to move everything over to the right and move the active dispositons of *Authorized* and *Pending* back over to the left. Click *Apply*.

Step 3:

Location-Select your geographic location.

Remember: When the *Exclusive* box is checked only the records for the designated area will be included in the query results.
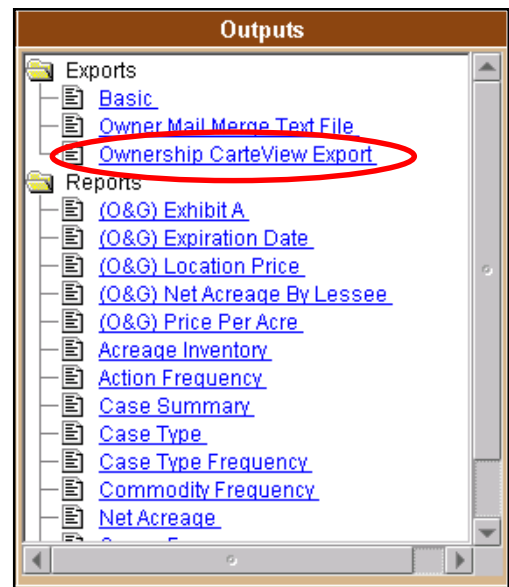
Step 4:

Count-This gives you the total number of active oil and gas lease cases in your defined geographic location.

Step 5:

Output-Export-Ownership CarteView Export-Select the *Ownership CarteView Export*.

Export Options-*Export Options* automatically preforms lot and tract substitution. If you do not want to perform lot and tract subsitiution for your map export file, uncheck the box.

For *Output Half Townships* select *5* if you are using Premier's 24K or 100K grid, select *2* if you are using GCDB grid.

Check the *Use Survey Type* box to include Survey Type as one of the data elements required for retrieval. If the box is checked, the application looks at the export file and retrieves those records whose survey types match the survey types of the records in the lld database.
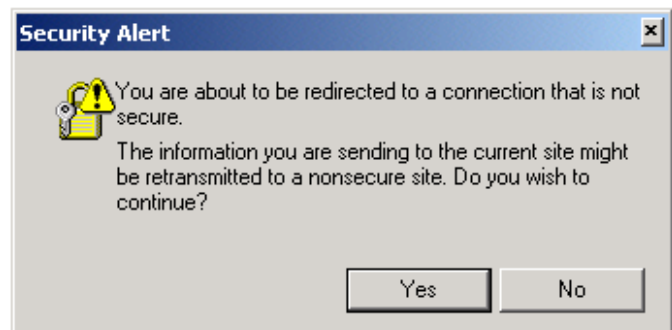
Click the *Continue* button.

Description-You can change the name of your export file in the *Description* window. If you are going to create several exports, it is a good idea to change the description to match your criteria.

Click the *Continue* button.

You may get a Security Alert window; you will need to click *Yes* or *OK* before you export.

Once the *Report Status* displays *Completed* you can click on the Report's underlined *Description* to export it.

Step 6:

Export the file to your hard drive-You can either open the zipped file to save to your hard drive, or save the zipped file to your hard drive to open later. In this example, we will open the zip file.

Click *Open*. The file will compress to a temporary file in the background and WinZip will open. Depending on your preferences, you will either get the main WinZip Classic window or the WinZip Wizard.

Highlight the export file, click the *Extract* button and browse to your map project folder. This will unzip the file and save it locally on your hard drive. This file can then be opened and mapped in CarteView.