

## Case Recordation Exercises and Examples

1. Identifying all the cases in an area that may affect your activity.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Click on Location under Available Criteria. Put in the desired township and range block. (You may click on the County selection instead to perform a different geographic search.)
  - Select Disposition under available criteria. Using the arrow move authorized and pending to the right. Click Apply.
  - Click on the Case Type Frequency Report under Outputs to get a list on all active case types in your area.
  - Type in a report name or simply hit continue.
  - When report title displays under Description in Completed Outputs click on the bold and underlined report title to view Acrobat Reader.
  - Print, save locally or e-mail report directly from Acrobat Reader.
  - When finished viewing report click on the back button to return to Case Recordation in pdsstudio.com.
  - To do further research click on Case Type under Available Criteria to research individual case types by moving to the right specific case types. Accomplish this by using the drop-down menu to select the appropriate group based on the codes obtained from the Case Type Frequency Report then use the arrows to select and move to the right under selected the desired case types.
  - Click on Apply.
  - Click on Serial Register Page under outputs to review.
  
2. Retrieving a case (lease, unit, other) when you have a serial number.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Select Serial Number Selection Option.
  - Type in serial number. Start it with a percent sign %, type in numerals only, end with a percent sign, %. i.e. %1234%
  - Click Apply.
  - Click on Serial Register Report in Outputs.
  - Type in a report name or simply hit continue.
  - When report title displays under Description in Completed Outputs click on the bold and underlined report title to view Acrobat Reader.

2. (continued)
  - Print, save locally or e-mail report directly from Acrobat Reader.
  - When finished viewing report click on the back button to return to Case Recordation in pdsstudio.com.
  
3. Identifying who the major lease holders are in a township block or in a particular county. Identify the relative acreage positions of the various leaseholders.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Using the drop-down menu next to Application Queries select Active oil and gas leases. Click the recall button.
  - Click on Location under Available Criteria. Put in the desired township and range block. (You may click on the County selection instead to perform a different geographic search.)
  - Click on Apply to run the search.
  - Click on the Owner Frequency Report under outputs to just get a count on the how many leases each owner is listed on. Click on the Net Acreage Report under outputs to get a serial number listing by each owner of all the leases they have record title ownership in along with net and gross acres.
  - Type in a report name or simply hit continue.
  - When report title displays under Description in Completed Outputs click on the bold and underlined report title to view Acrobat Reader.
  - Print, save locally or e-mail report directly from Acrobat Reader.
  - When finished viewing report click on the back button to return to Case Recordation in pdsstudio.com.
  
4. Determining how many acres under oil and gas lease are expiring in a geographic area over a certain time frame. Determine who owns those leases and what relative acreage position.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Using the drop-down menu next to Application Queries select Active oil and gas leases. Click the recall button.
  - Click on Location under Available Criteria. Put in the desired township and range block. (You may click on the County selection instead to perform a different geographic search.)

4. (continued)
  - Click on Expiration Date under Available Criteria and put in your earliest and latest date using the MM/DD/YYYY format.
  - Click Apply.
  - Click on Acreage Inventory Report. Type in a report name or simply click continue.
  - When report title displays under Description in Completed Outputs click on the bold and underlined report title to view Acrobat Reader.
  - Print, save locally or e-mail report directly from Acrobat Reader.
  - When finished viewing report click on the back button to return to Case Recordation in pdsstudio.com.
  - Click on Net Acreage Report to view individual owners and to see their leases that are going to expire.
  
5. Identifying all the active leases in your area of interest.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Using the drop-down menu next to Application Queries select Active oil and gas leases. Click the recall button.
  - Click on Location under Available Criteria. Put in the desired township and range block.
  - Click on Location Price Report to get summary information including owners, %, expiration dates, prices paid per acre and locations.
  - Click on Serial Register Page to get detail history of the cases.
  
6. Determining which oil and gas leases have had operating rights severed from record title.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Using the drop-down menu next to Application Queries select Active oil and gas leases. Click the recall button.
  - Click on Location under Available Criteria. Put in the desired township and range block.
  - Select Action Type under Available Criteria.
  - Using the Select Grouping drop-down menu select the S-Z group. Click on the radial button next to description next to Sort by. Scroll down and select “trf oper rgts filed” and “trf oper rgts approved”. Using the arrow keys move this two action types to the right under selected.

6. (continued)
  - Click Apply.
  - Click on Serial Register Page under outputs to view when operating rights transfers were filed and approved.
  
7. Determine what leases a particular company or owner has record title interest in.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Using the drop-down menu next to Application Queries select Active oil and gas leases. Click the recall button.
  - Click on Location under Available Criteria. Put in the desired township and range block. Click Apply.
  - Select Owner Name under Available Criteria. Type in the owner name. Always abbreviate the name and use an percent sign, %, as a wild card. For multiple names use this format: abc% or xyz%. Click Apply.
  - Click on the Location Price Report for summary information or Serial Register Page for detailed information.
  
8. Determine what leases are committed to a unit or communitization agreement.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Using the drop-down menu next to Application Queries select Active oil and gas leases. Click the recall button.
  - Click on Location under Available Criteria. Put in the desired township and range block. Click Apply.
  - Select Action Type under Available Criteria.
  - Using the Select Grouping drop-down menu select the I-L group. Click on the radial button next to description next to Sort by. Scroll down and select "Lease committed to unit" or "Lease committed to ca". Using the arrow keys move the desired types to the right under selected. Click Apply.
  - Click on the Location Price Report for summary information or Serial Register page for detailed information.

8. Determine Coal activity in a particular area.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region
  - Select Commodity Type under Available Criteria.
  - Under Select Grouping, select B-C.
  - Click on the radial button next to description.
  - Scroll down to and select the various coal commodity types using the arrow to move them under selected on the right. (CBM is generally given a commodity type of oil and gas and is therefore not distinguishable. Do not select CBM). Click Apply
  - Select Disposition under Available Criteria. Select Authorized and Pending moving them to the right under Selected. Click Apply
  - Click on the Case Type Frequency Report to view the different cases types relating to coal or click on Serial Register Page to view detail on each case.
  
9. 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.
  - Go to pdsstudio.com, enter in user name and password.
  - Select BLM Case Recordation.
  - Select the desired state or region.
  - Using the drop-down menu next to Application Queries select Active oil and gas leases. Click the recall button.
  - Click on Location under Available Criteria. Put in the desired township and range block. Click Apply.
  - Select Action Type under available criteria. Using the appropriate Select Grouping option select Lease Issued, Bid Received, Sale Held and move them using the arrow to the right under Selected. Click apply.
  - Select Action Date under Available Criteria. Type in the earliest date and latest date to determine how far back to want to review prices. Click on Apply.
  - Click on the Location Price Report for summary information or Serial Register page for detailed information.
  - To export the data to Excel to calculate average price per acre select Price Per Acre Report.
  - In the report title dialog box select output format radial button CSV.
  - In Completed outputs right mouse click on the report and save the report to your local drive.
  - Open Excel and load the CSV report.