

## **LLD SUMMARY REPORT**

This report lists the legal land description by Meridian, Township, Range (MTR) or Meridian, Township, Range, and Section (MTRS).

The MTRS report displays the survey type, survey number, survey number suffix, subdivision, acreage, and geo-political data, along with a total acreage for the section(s) requested.

The MTR report displays data including Geopolitical Data for each of the 36 sections, plus a total acreage for the township. If more than one MTR is requested in the report, the total acreage will be for all townships not individual townships.

It is necessary to know what legal description you need prior to requesting this report.

### **PROCEDURE FOR ORDERING A REPORT**

#### **Step 1 - Clear All Selection Criteria**

Click **“Reset Selection Criteria”**

**IMPORTANT NOTE:** This step must always be performed before running a report. You will not receive any message confirming that the selection criteria has been reset.

#### **Step 2 - Set All Limiting Criteria**

**NOTE:** Selecting Admin State will bring you all the information for an Admin State. For Example if you select MT as the Admin State, then you will get all the information for Montana, North Dakota and South Dakota. If you only want the information for North Dakota, you can just go to Geo State and select ND. You do not need to select an admin state and a geo state. One or the other is all you need.

Click **“Admin State”** (A Limit Dialog Box will appear.)

Select the Admin State for which you want a report.

**NOTE:** If Admin State or a Geo State is not selected, report defaults to all admin states.

Click **“OK”**

If you want a specific Geo State within an Admin State (i.e. Montana is the admin state for Montana, North Dakota and South Dakota, click **“Geo State”** (A Limit Dialog Box will appear.)

Select the Geo. State for which you want a report.

Click **“OK”**

If you want all the sections for a township, Click **“Mer Twp Rng”**. MTR must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range. For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

**ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, YOU WILL NOT GET ANY DATA RETURNED.**

If you want only a section or specific sections within a township, Click **“MTRS”**. MTRS must be entered as: 2 digits for Meridian Space 5 digits for Township Space 5 digits for Range Space 3 digits for section. For example to enter T1N, R1E, section 1, in Idaho, you would enter 08 0010N 0010E 001.

**ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, YOU WILL NOT GET ANY DATA RETURNED.**

Click **“OK”**

### **Step 3 - Process Report**

Click **“Process Report”**

An hourglass will appear. When processing has completed, the banner page will appear in the report frame.

To View the report Click **“Legal Land Desc”** or **“the right blue arrow.”**

To back up one screen at a time click just below the up arrow on the scroll bar for the report.

To advance one screen at a time click just above the down arrow on the scroll bar for the report.

To print a report, make sure your viewing the report,

Click **“File”, “Print,” and “OK”**

To return to the main menu, Click **“Main Menu”**