

# Online Reporting of Appointments and Fees Justice, Municipal and Appellate Courts

## Login Information

Log on to the Court Activity Reporting and Directory System: <http://card.txcourts.gov>.

Enter Login ID and password.

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### *What login information do I use?*

*The Login ID and password are the same ones used to enter the statistics for the monthly court activity report.*

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For assistance with a Login ID and password, please contact the **Judicial Information Section** at **(512) 463-1625** or [JudInfo@txcourts.gov](mailto:JudInfo@txcourts.gov).

## Accessing the Database

Once you have logged in, select the **Appointments and Fees** button.

### Municipal Court:

<a href="#">September 2015</a>	<a href="#">Criminal</a>	<a href="#">Civil</a>	<a href="#">Juvenile</a>	<a href="#">Additional</a>
<a href="#">October 2015</a>	<a href="#">Criminal</a>	<a href="#">Civil</a>	<a href="#">Juvenile</a>	<a href="#">Additional</a>
<a href="#">November 2015</a>	<a href="#">Criminal</a>	<a href="#">Civil</a>	<a href="#">Juvenile</a>	<a href="#">Additional</a>
<a href="#">December 2015</a>	<a href="#">Criminal</a>	<a href="#">Civil</a>	<a href="#">Juvenile</a>	<a href="#">Additional</a>
<a href="#">January 2016</a>	<a href="#">Criminal</a>	<a href="#">Civil</a>	<a href="#">Juvenile</a>	<a href="#">Additional</a>
<a href="#">February 2016</a>	<a href="#">Criminal</a>	<a href="#">Civil</a>	<a href="#">Juvenile</a>	<a href="#">Additional</a>
<a href="#">March 2016</a>	<a href="#">Criminal</a>	<a href="#">Civil</a>	<a href="#">Juvenile</a>	<a href="#">Additional</a>

Note: Any link highlighted in red above indicates that the report has errors that must be corrected.



To change your password, click here: [Change Password](#)

To update directory information, please email changes to [Directory Updates](#).

If you have any concerns or questions about your report, please email the [Reporting Section](#) or call (512) 463-1625.

## Entering Reports Manually

1. Select the **Add New Record** button.

The screenshot shows the Texas Courts Online homepage. At the top, there is a navigation bar with the following buttons: Home, Add New Record, Import XML, Reports, Data Management, and Logout. The 'Add New Record' button is circled in red. Below the navigation bar, there is a section titled 'FEE RECORDS'. This section contains a search form with a 'Court' dropdown menu, a 'Sort By' dropdown menu (set to 'Last Updated'), and a 'Search' button. There are also radio buttons for 'Only my records' and 'Date' (set to 'May'). Below the search form, there is a link labeled 'Add New Record' which is also circled in red.

2. Select the **Month** and **Year** for which you are submitting a report and choose the **Type of Activity**.

The screenshot shows the 'Add New Record' form. At the top, there is a navigation bar with the following buttons: Home, Add New Record, Import XML, Reports, Data Management, and Logout. Below the navigation bar, there is a section titled 'Current Status: NEW RECORD'. This section contains a 'Save' button and a 'Cancel' button. Below the 'Save' and 'Cancel' buttons, there is a section titled 'Reporting period'. This section contains two dropdown menus: 'Month' (set to 'May') and 'Year' (set to '2016'). Below the 'Reporting period' section, there is a section titled 'Reportable Activity'. This section contains a radio button for 'Type of Activity' (set to 'Appointment') and a radio button for 'No Activity' (set to 'No').

### “No Activity Report”

1. If there is no activity report for the month, check the **No Activity** box.

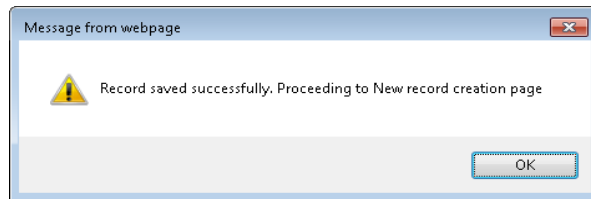
The screenshot shows the 'Add New Record' form. At the top, there is a navigation bar with the following buttons: Home, Add New Record, Import XML, Reports, Data Management, and Logout. Below the navigation bar, there is a section titled 'Current Status: NEW RECORD'. This section contains a 'Save' button and a 'Cancel' button. Below the 'Save' and 'Cancel' buttons, there is a section titled 'Reporting period'. This section contains two dropdown menus: 'Month' (set to 'May') and 'Year' (set to '2016'). Below the 'Reporting period' section, there is a section titled 'Reportable Activity'. This section contains a radio button for 'Type of Activity' (set to 'Appointment') and a radio button for 'No Activity' (set to 'No'). The 'No Activity' radio button is checked. Below the 'Reportable Activity' section, there are three dropdown menus: 'Court' (set to 'All'), 'Judge' (set to 'Select Report period & Court'), and 'Visiting Judge' (set to 'Select').

The screenshot shows the 'Add New Record' form. At the top, there is a navigation bar with the following buttons: Home, Add New Record, Import XML, Reports, Data Management, and Logout. Below the navigation bar, there is a section titled 'Current Status: NEW RECORD'. This section contains a 'Save' button and a 'Cancel' button. Below the 'Save' and 'Cancel' buttons, there is a section titled 'Reporting period'. This section contains two dropdown menus: 'Month' (set to 'May') and 'Year' (set to '2016'). Below the 'Reporting period' section, there is a section titled 'Reportable Activity'. This section contains a radio button for 'Type of Activity' (set to 'Fees') and a radio button for 'No Activity' (set to 'No'). The 'No Activity' radio button is checked. Below the 'Reportable Activity' section, there are three dropdown menus: 'Court' (set to 'All'), 'Judge' (set to 'Select Report period & Court'), and 'Visiting Judge' (set to 'Select').

2. Scroll down to the bottom of the page and enter your name in the **Prepared By** field.

The screenshot shows a web form with a blue header bar containing the text "Miscellaneous". Below the header, there are two input fields: "Prepared By" with the value "John Doe" and "Date Prepared" with the value "02/11/2009". Below these fields are two buttons: "Save" and "Cancel". At the bottom of the page, there is a black footer bar containing the Texas state seal and several navigation links: "Office of Court Administration", "Tom C. Clark Building", "205 W. 14th Street, Suite 600", "Austin, Texas 78701", "Telephone: (512) 463-1625", "Accessibility Policy", "Privacy & Security Policy", "Open Records Policy", "State Web Site Link & Privacy Policy", "Email Texas Courts Online (TCO)", "Texas Online", "Trail - Statewide Search", "Texas Homeland Security", and "Where the Money Goes (State Expenditures)".

3. Press **Save**. You should see a message that the record was saved successfully.



If there are errors in the record that you entered, the system will prompt you to correct them.

## Appointment or Fees Report

1. Select **Appointment** or **Fees** as the **Type of Activity**.

The image shows two side-by-side screenshots of a web form. Both screenshots have a "Reporting period" section with "Month" set to "May" and "Year" set to "2016". The left screenshot has a "Reportable Activity" section with "Type of Activity" set to "Appointment". The right screenshot has a "Reportable Activity" section with "Type of Activity" set to "Fees".

2. Enter all information related to the appointment or fee.

*Notes:*

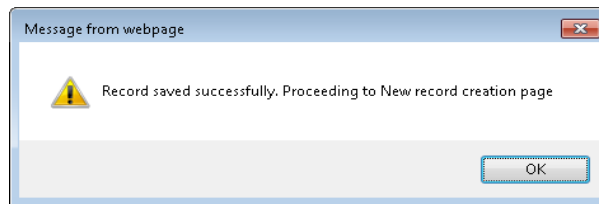
- **Judge or Visiting Judge:** If you do not see the judge you wish to select listed in the dropdown box, contact Judicial Information staff to have the judge added.

- **Name of Person Appointed**

If you click on check box next to **Texas Attorney** and enter a **Texas Bar Number**, the First Name, Middle Name, and Last Name of the person appointed will automatically populate.

Appointee details	
<input checked="" type="checkbox"/> Texas Attorney	<input type="checkbox"/>
<input checked="" type="checkbox"/> Texas Bar Number	00792103
<input checked="" type="checkbox"/> First Name	Kurtis
<input checked="" type="checkbox"/> Middle Name	Scott
<input checked="" type="checkbox"/> Last Name	Rudkin

3. Press **Save**. You should see a message that the record was saved successfully.



If there are errors in the record that you entered, the system will prompt you to correct them.

**Current Status: NEW RECORD**

Save Cancel

Please enter valid values in following fields:


- Reportable Activity: Judge OR Visiting Judge
- Fee Details: Approval Date

**Reporting period**

<input checked="" type="checkbox"/> Month	May
<input checked="" type="checkbox"/> Year	2016

4. After the record is saved, a new data entry screen will appear. Continue entering records until all information has been submitted for the month.

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*If your next record is similar to one that you entered previously, you might save time by going to the **Home** screen, finding the previously entered record, and selecting the Copy  icon next to that record.*

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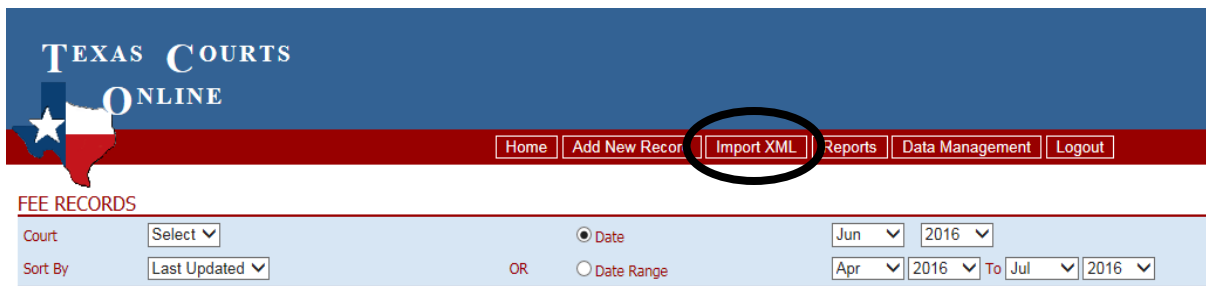
Add New Record						
			Fee ID	Court	Judge	Report Period
			269700	Kress	---	Jun 2016

Make any changes to the newly duplicated record, then press **Save**.

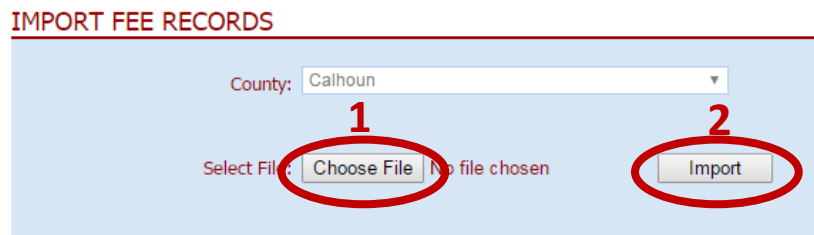
Log out of the system when all records have been entered.

## Uploading an XML File

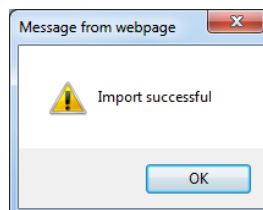
1. Select the **Import XML** button.



2. Press the **Browse** button to locate the XML file saved on your computer then double click on it so that it populates in the browser bar.



3. Select the **Import** button. Note whether the import was successful.



Your imported records should appear when you return to the Home page. Your report is complete, and you may log out.

**FEE RECORDS**

Court:   Date:    
 Sort By:  OR  Date Range:   To

[Add New Record](#)

			Fee ID	Court	Judge	Report Period	Appointee Name	Appointee Position	No Activity	Activity Type	Fee Amount	Billed
			269700	Kress	---	Jun 2016	---	---	<input checked="" type="checkbox"/>	Appointment	0.00	
			269605	Kress	---	May 2016	Scurlock, F	Attorney	<input type="checkbox"/>	Fees	200.00	
			269447	Kress	Kirk, L	Apr 2016	San Miguel, A	Friend of the Court	<input type="checkbox"/>	Fees	2,000.00	
			260446	Kress	Kirk, L	Apr 2016	San Miguel, A	Ad Litom	<input type="checkbox"/>	Appointment	0.00	

**CAUTION:** Every XML file that you upload gets added to the information already in the database. **The newly uploaded information does not overwrite or correct previously loaded information. To correct previously entered information, you must do it manually through the database.**

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*If you need to delete a large number of records, contact Judicial Information staff.*

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## Editing or Deleting Reports

See note above about attempting to submit corrected information by uploading an XML file.

### Edit a Record

1. Search for the desired record(s) by using Date, Date Range, and Sort by options at the top of the reporting screen. A list of the reports meeting the selected criteria will appear.
2. Select the pencil icon next to the desired report to open the report.

[Add New Record](#)

			Fee ID	Court	Judge	Report Period
			269700	Kress	---	Jun 2016
			269605	Kress	---	May 2016
			269592	Kress	---	Jan 2016

3. Edit the selected record, then press **Save**.

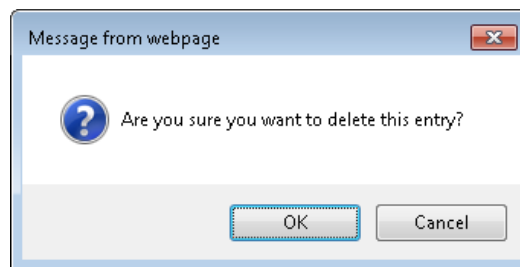
## Delete a Record

1. Search for the desired record(s) by using the Court, Date, Date Range, or Sort by options at the top of the reporting screen. A list of the reports meeting the selected criteria will appear.

Add New Record			Fee ID	Court	Judge	Report Period
			269700	Kress	---	Jun 2016
			269605	Kress	---	May 2016
			269447	Kress	Kirk , L	Apr 2016
			269446	Kress	Kirk , L	Apr 2016
			269564	Kress	---	Mar 2016

2. To ensure you are selecting the correct record to delete, you may open the record to view it by clicking on the copy icon or the pencil icon . Once you have identified the record you wish to delete, select the icon next to the desired report.

You will receive a message asking you if you are sure to delete this entry. If you are sure, click on OK.



## Generating Reports

1. Select the **Reports** button, then select one of the reports.



- a. **Appointments/Fees Detail Report:** Lists all information reported into the appointments and fees database. Various criteria may be selected to narrow the report results. To run a report for your court only, enter the name of your court in the Court field.

**Reports**

Please select report: Appointments/Fees Detail Report

Activity Type	<input type="text" value="All"/>	Court level	<input type="text" value="All"/>
Month From	<input type="text" value="Apr"/>	Year From	<input type="text" value="2016"/>
Month To	<input type="text" value="Jul"/>	Year To	<input type="text" value="2016"/>
County	<input type="text" value="All"/>	Appointee Position	<input type="text" value="All"/>
Court	<input type="text"/>	Judge(Last Name,First Name)	<input type="text"/>
Appointee(Last Name,First Name)	<input type="text"/>		

**Court Activity Detail Report - Appointment**

Period: Apr 2016 through Jul 2016

Fee ID	County	Court	Court Type	Report Month	Report Year	Activity Type	No Activity	Judge	Case Number	Case Style	Attorney	Appointee Bar	Appointee First Name	Appointee Mid Name
269446	Swisher	Kress	Municipal	4	2016	Appointment	False	Kirk , L	789321	ITIO JONES	True	17568000	Abe	
269700	Swisher	Kress	Municipal	6	2016	Appointment	True							

Date / Time printed: 7/18/2016 10:16:06 AM

Page: 1 of 1

- b. **Court Appointments Summary Report:** Lists total appointments made by county. Also lists number of appointments made by appointee position.

**Appointments Summary Report**


Period: Apr 2016 through Jul 2016

By County:

County	Court Type	Count
<input type="checkbox"/> Anderson		9
<input type="checkbox"/> Anderson	County court	5
	District court	1
	Justice of Peace court	1
	Municipal	2
<input type="checkbox"/> Armstrong		1
<input type="checkbox"/> Bastrop		1
<input type="checkbox"/> Bexar		1
<input type="checkbox"/> Burnet		4
<input type="checkbox"/> Cameron		1
<input type="checkbox"/> Dallas		1
<input type="checkbox"/> Ector		2

By Appointee Position:

Description	Count
Ad Litem	5
Administrator	1
Amicus Attorney	3
Arbitrator	1
Attorney	4
Attorney ad litem	2
Friend of the Court	1
Guardian ad litem	3
Hearing Officer	2
Master	1
Master in Chancery	1
Referee	1
Temporary Guardian	1
Trustee	1
<b>Total</b>	<b>27</b>

The report expands to display totals by court level by clicking on the  icon to the left of the county.







- c. **Court Fees Summary Report:** Lists total fees paid, hours billed and billed expenses by county. Also lists total fees paid, hours billed and billed expenses by appointee position.

### Fees Summary Report


*Period: Apr 2016 through Jul 2016*

**By County:**

County 	Court Type	Fees Approved	Hours Billed	Billed Expenses
		25,557.00	101	29,761.00
 Anderson		13,827.00	45	345.00
	County court	5,690.00		
	District court	1,500.00		
	Justice of Peace	5,959.00	45	345.00
	Municipal court	678.00	0	0.00
 Angelina		1,767.00	17	21,666.00

**By Appointee Position:**

Description	Count	Fees Approved	Hours Billed	Billed Expenses
Ad Litem	12	4,808.81	0	0.00
Administrator	4	12,816.84	78	6,789.00
Amicus Attorney	8	17,350.00	77	233,032.00
Arbitrator	2	0.00	0	0.00
Attorney	10	3,474.00	13	750.00
Attorney ad litem	56	35,851.79	50	9,999.99
Certified Public Accountant	1	1,500.00		

The report expands to display totals by court level by clicking on the  icon to the left of the county.

- d. **Missing Activity Reports by Court:** Indicates whether a report for appointments or a report for fees has been received for a particular month for each court in the county selected. May also be run for the state as a whole.

### Missing Activity Detail Report by Court - Appointment

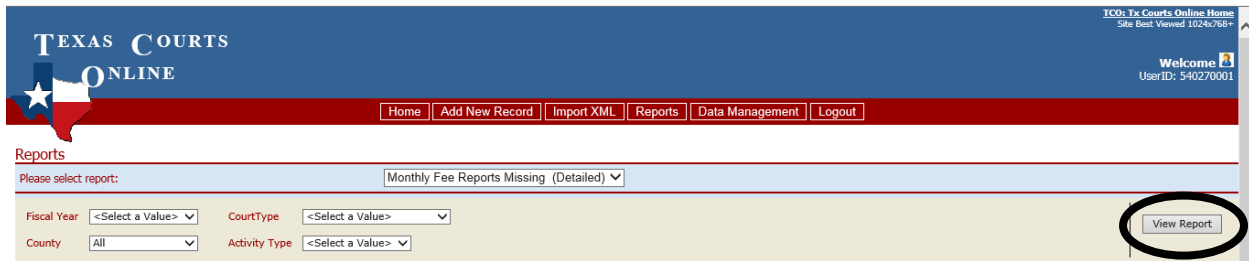
# Reports Missing

*Fiscal Year: 2016 (Sep 2015 to Aug 2016)*

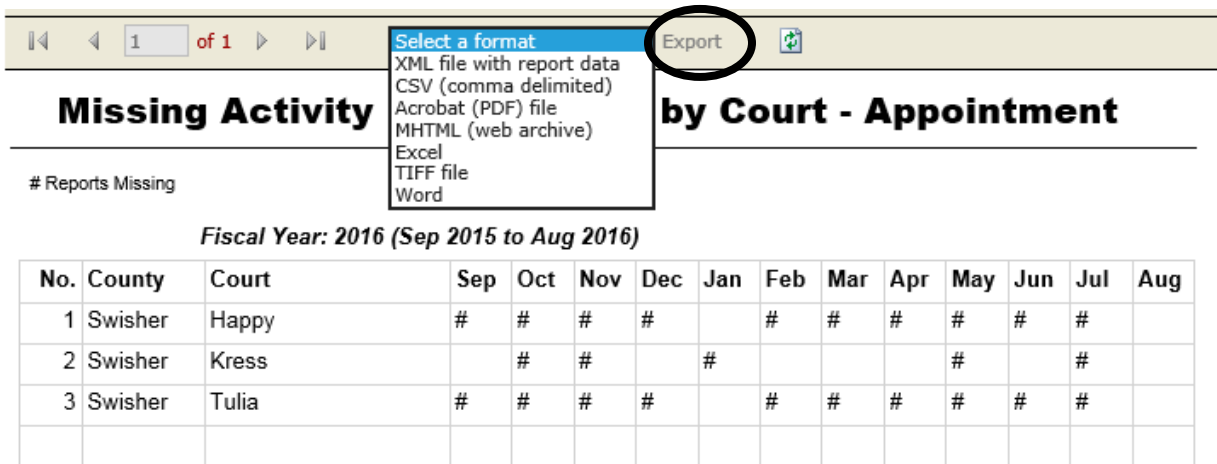
No.	County	Court	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Swisher	Happy	#	#	#	#		#	#	#	#	#	#	
2	Swisher	Kress		#	#		#				#		#	
3	Swisher	Tulia	#	#	#	#		#	#	#	#	#	#	

In any month where a report has not been submitted, # will display.

- After you have selected the desired report and criteria, press the **View Report** button.



- Export** the report results into the desired format.



## Questions?

Technical problems with system, including problems with passwords:

OCA Help Desk  
(512) 463-1642

Reporting questions and adding judges or additional selections for **Position to Which Appointed** or **Fee Source** fields:

Judicial Information Section  
[JudInfo@txcourts.gov](mailto:JudInfo@txcourts.gov)  
(512) 463-1625