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.

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.

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

Accessing the Database

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

Municipal Court:

September 2015	Criminal	Civil	Juvenile	Additional
October 2015	Criminal	Civil	Juvenile	Additional
November 2015	Criminal	Civil	Juvenile	Additional
December 2015	Criminal	Civil	Juvenile	Additional
January 2016	Criminal	Civil	Juvenile	Additional
February 2016	Criminal	Civil	Juvenile	Additional
March 2016	Criminal	Civil	Juvenile	Additional

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

Add New Monthly Report	Monthly Report Search and Edit - New Data	View Electronic Submission	Run Report - New Data	Run Report - Old Data	Appointments & Fees

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.

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

"No Activity Report"

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

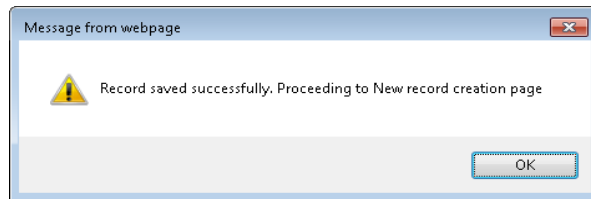2. Scroll down to the bottom of the page and enter your name in the **Prepared By** field.

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**.

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.

3. Press **Save**. You should see a message that the record was saved successfully.
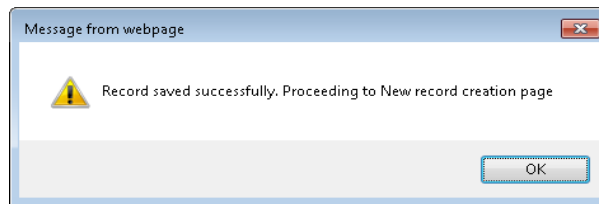
    If there are errors in the record that you entered, the system will prompt you to correct them.

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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*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.
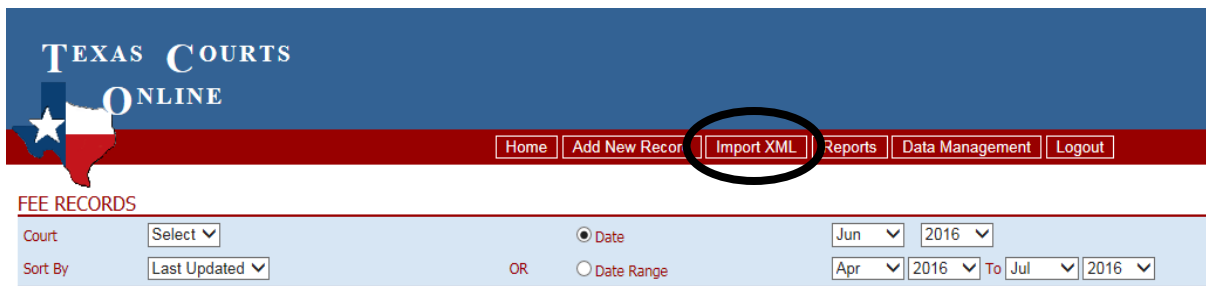
2. Press the **Browse** button to locate the XML file saved on your computer then double click on it so that it populates in the browser bar.
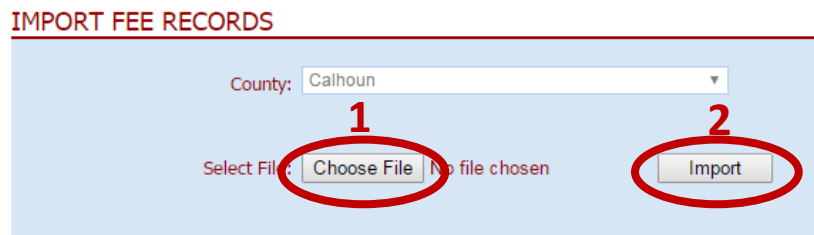
3. Select the **Import** button. Note whether the import was successful.
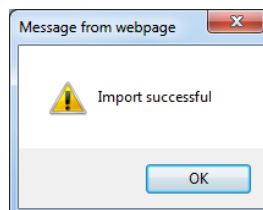
Your imported records should appear when you return to the Home page. Your report is complete, and you may log out.

FEE RECORDS

Court	Kress ▾				○ Date		Jun ▾	2016 ▾				
Sort By	Last Updated ▾			OR	◉ Date Range		Apr ▾	2016 ▾	To	Jul ▾	2016 ▾	

[Search] [Clear]

📄 Add New Record

			Fee ID	Court	Judge	Report Period	Appointee Name	Appointee Position	No Activity	Activity Type	Fee Amount	Billed
✎	🗐	✖	269700	Kress	---	Jun 2016		---	☑	Appointment	0.00	
✎	🗐	✖	269605	Kress	---	May 2016	Scurlock , F	Attorney	☐	Fees	200.00	
✎	🗐	✖	269447	Kress	Kirk , L	Apr 2016	San Miguel , A	Friend of the Court	☐	Fees	2,000.00	
✎	🗐	✖	269446	Kress	Kirk , L	Apr 2016	San Miguel , A	Ad Litem	☐	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.**

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

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.

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

📄 Add New Record

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.

			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.

   Message from webpage

   ❓ Are you sure you want to delete this entry?

   [OK]   [Cancel]
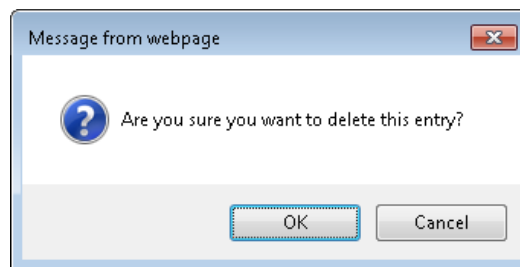
Generating Reports

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

   | Home | Add New Record | Import XML | Reports | D:

   Select
   Appointments/Fees Detail Report
   Court Appointments Summary Report
   Court Fees Summary Report
   Missing Activity Reports by Court

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	All ⌄		Court level	All ⌄
Month From	Apr ⌄		Year From	2016 ⌄
Month To	Jul ⌄		Year To	2016 ⌄
County	All ⌄		Appointee Position	All ⌄
Court			Judge(Last Name,First Name)	
Appointee(Last Name,First Name)				

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
⊞		9
⊟ Anderson		5
	County court	1
	District court	1
	Justice of Peace court	1
	Municipal	2
⊞ Armstrong		1
⊞ Bastrop		1
⊞ Bexar		1
⊞ Burnet		4
⊞ Cameron		1
⊞ Dallas		1
⊞ 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
Total	27

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

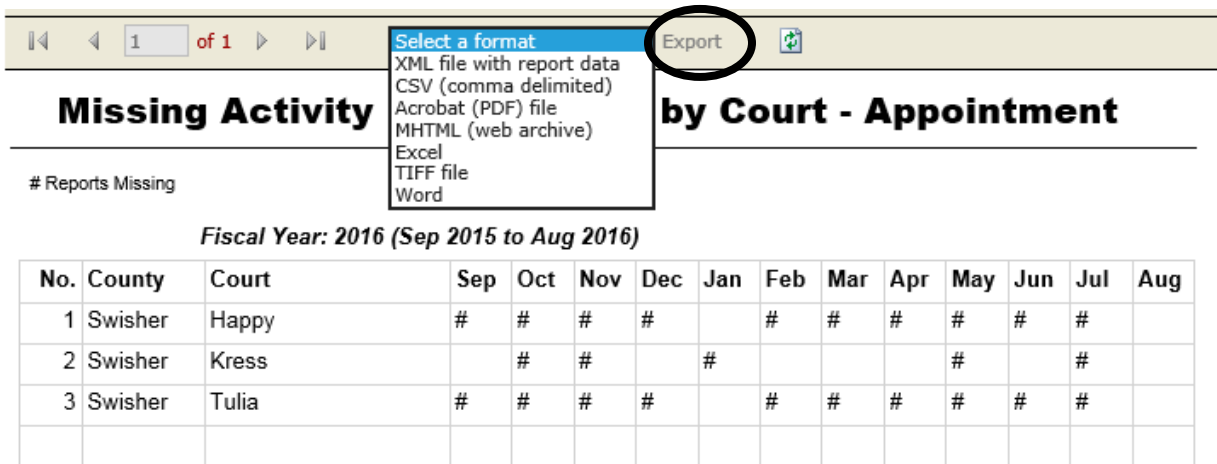*Fiscal Year: 2016 (Sep 2015 to Aug 2016)*

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.

2. After you have selected the desired report and criteria, press the **View Report** button.
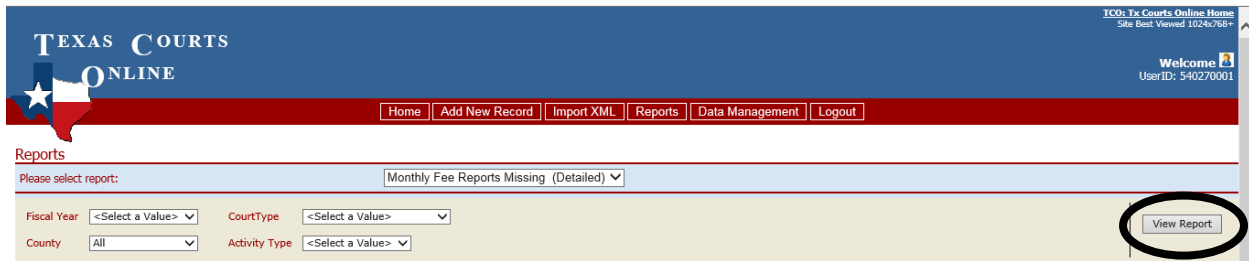
3. **Export** the report results into the desired format.

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
(512) 463-1625