

## Submission of the Appointments and Fees Reports





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### Report Submission

Submit **online** at [card.txcourts.gov](http://card.txcourts.gov)

 Enter manually into database OR

 Upload a file (xml)

 Use **same log in** information you use for Monthly Court Activity Reports



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## To Enter a Report Manually

The screenshot shows the Texas Courts Online homepage. At the top, there is a navigation bar with 'Home', 'Add New Record', and 'Import XML' buttons. The 'Add New Record' button is circled in red. Below this is a 'FEE RECORDS' section with a 'Court' dropdown menu, a 'Sort By' dropdown menu set to 'Last Updated', and a 'Search' button. A red arrow points from the 'Add New Record' button in the navigation bar to the 'Add New Record' button in the 'FEE RECORDS' section. Another red arrow points from the word 'OR' between the two sections to the 'Add New Record' button in the 'FEE RECORDS' section. At the bottom of the page, there is a footer with contact information for the Office of Court Administration.

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## Reporting an Appointment or Fee

**Current Status: NEW RECORD**

Save Cancel

**Reporting period**

Month: May  
Year: 2016

**Reportable Activity**

Type of Activity: Select One  
Appointment  
Fees

No Activity:

Court: Select  
Judge: Select Report period & Court  
OR  
Visiting Judge: Select

**Case Details**

Case Number:   
Case Style:

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## Reporting "No Activity"

Check the box

**Current Status: NEW RECORD**

Save Cancel

**Reporting period**

Month: May  
Year: 2016

**Reportable Activity**

Type of Activity: Appointment

No Activity

Court: All  
Judge: Select Report period & Court  
OR Visiting Judge: Select

**Case Details**

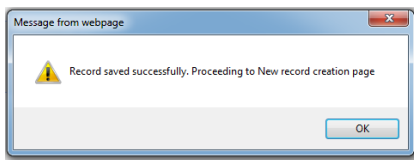
Case Number: disabled  
Case Style: disabled

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## Manual Entry Results

### Success



### Failure

**Current Status: NEW RECORD**

Save Cancel

Please enter valid values in following fields:

- Case Details: Case Style
- Appointee Details: Last Name
- Miscellaneous: Prepared By

Case Style: [Field with asterisk and red arrow]

**Appointee details**

Texas Attorney:

Texas Bar Number: [Field with asterisk]

First Name: [Field]

Middle Name: [Field]

Last Name of Person or Name of Entity: [Field with asterisk and red arrow]

An asterisk (\*) to the right of a field indicates where a correction needs to be made



## To Upload an XML File



Your vendor/IT staff need to create program to generate XML file from case management system



For information on XML instructions, send email to [JudInfo@txcourts.gov](mailto:JudInfo@txcourts.gov)

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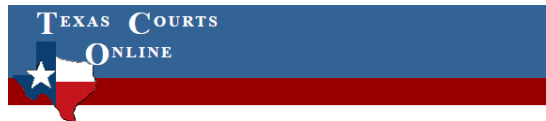
## To Upload an XML File



FEE RECORDS

Court:  Only my records  Date

Sort By:  OR  Date Range



IMPORT FEE RECORDS

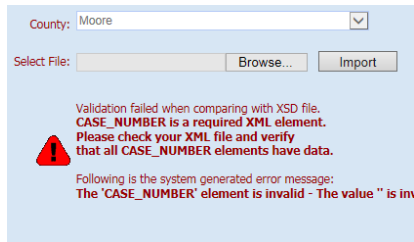
County:

Select File:  No file chosen

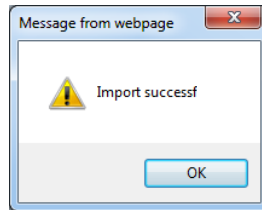


## XML Upload Results

### Failure



### Success



## Editing, Copying and Deleting Records



First, search by using one of the following options at the top of the reporting screen:



- ✓ Court
- ✓ Date
- ✓ Date Range
- ✓ Sort by



## Editing Records


To edit, select the **Pencil**  icon next to the desired record to open it










<a href="#">Add New Record</a>					
			<b>Fee ID</b>	<b>Court</b>	<b>Judge</b>
			269688	County Court at Law	Garrett , J
			269689	County Court	Oakley , J
			269686	County Court	---

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



## Copying Records



To save time, if a record is similar to one already entered, select the **Copy**  icon next to that record to open it


<a href="#">Add New Record</a>					
			<b>Fee ID</b>	<b>Court</b>	<b>Judge</b>
			269685	County Court	Arrington , T
			269541	County Court at Law	Garrett , J
			269538	County Court at Law	Garrett , J

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






## Deleting Records

Before you delete a record, you may view it by clicking on the **Copy**  icon or the **Pencil**  icon

Once you have identified the record you wish to delete, select the **Delete**  icon next to the desired report

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

<a href="#">Add New Record</a>					
		Fee ID	Court	Judge	
			269685	County Court	Arrington , T
			269541	County Court at Law	Garrett , J
			269538	County Court at Law	Garrett , J



## Submitting Corrected XML Reports



Newly uploaded XML files **DO NOT** overwrite or correct reports previously submitted

To correct reports:

- Add new records manually
- Correct each record manually, or
- Delete **all** records previously submitted for the time period in question then upload a new XML file



## Appointments and Fees Reports Received

<http://www.txcourts.gov/statistics/appointments-fees/>

### APPOINTMENTS & FEES

#### Reports Received After September 2016

Chapter 36 of the Government Code requires the clerk of each court in the state to prepare a report every month on court appointments made and any fees approved/paid for an attorney ad litem, competency evaluator, guardian, guardian ad litem, or mediator, with a few exceptions.

FY 2017 (as of January 31, 2017)

- FY2017 Appointments Summary
- FY2017 Fees Summary

Website updated once a month

Reports by Court, FY 2017		
Court Type	Detail Report	Reports Received
District	FY2017 Appointments Data by District Court	FY2017 Reports Received for Appointments by District Court
	FY2017 Fee Approval Data by District Court	FY2017 Reports Received for Fees Approved by District Court
County	FY2017 Appointments Data by County Court	FY2017 Reports Received for Appointments by County Court
	FY2017 Fee Approval Data by County Court	FY2017 Reports Received for Fees Approved by County Court

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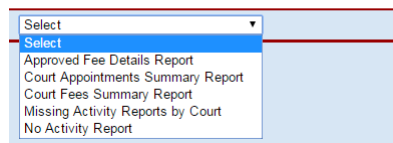
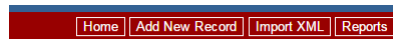
## Run Report for Most Current Data



Log in to Appointments and Fees database



Select Reports



Report	Content
Approved Fee Details	Everything reported into database
Court Appointments Summary	Number appointments by county & court level
Court Fees Summary	Total fees by county & court level
Missing Activity Reports	Reports received/missing
No Activity	List of No Activity reports submitted for a court

<http://www.txcourts.gov/media/1435805/district-and-county-online-reporting-appts-fees.pdf>

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## Additional Information, Answers to Questions



### Report submission instructions

#### Appointments and Fees

Home / Judicial Data / Reporting / Appointments and Fees / District & County

##### APPOINTMENTS AND FEES HOME

District & County  
Justice, Municipal & Appellate  
Sample Forms  
Appointments and Fees - Old

##### DISTRICT & COUNTY

#### District and County Courts

[Report Flyer](#)

[Report Instructions](#) updated 9/16/16

[Instructions for Reporting Database](#)



Still have ?

#### Judicial Information Section

[JudInfo@txcourts.gov](mailto:JudInfo@txcourts.gov)

(512) 463-1625

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