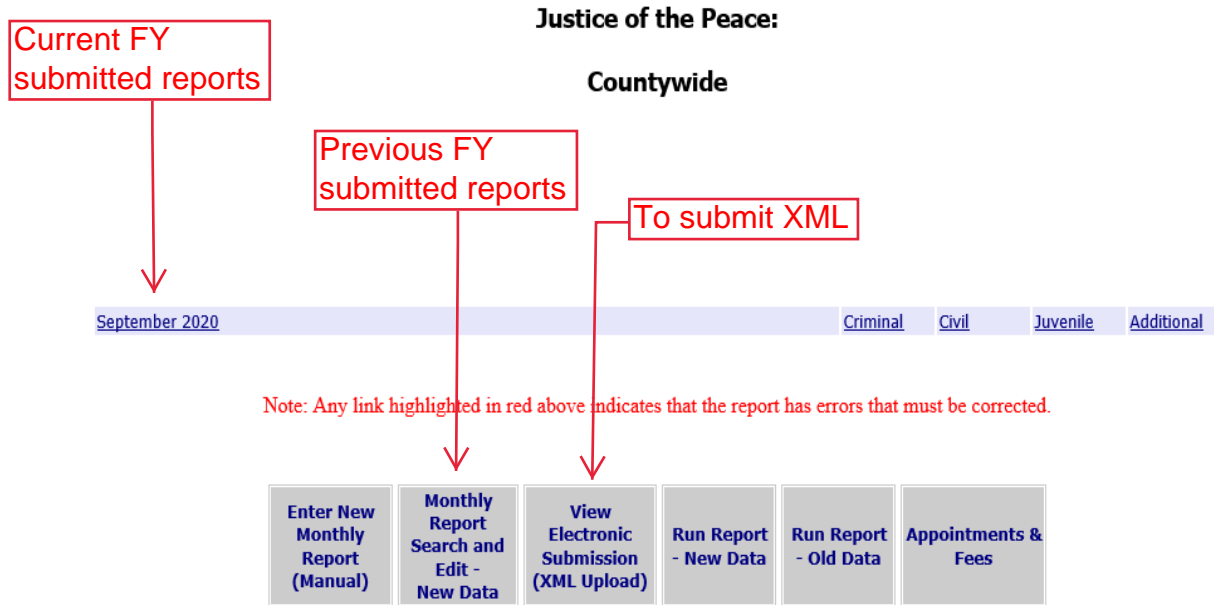


Submitting a Monthly Court Activity Report via XML Upload

Many courts have case management system software that can produce an XML of the Judicial Council Monthly Court Activity Report. This submission option allows the judge or clerk to submit an XML of the court's monthly data to the OCA reporting database instead of manually entering the data into the system.

Please consult your case management system vendor/IT regarding questions on how to produce an XML or where to locate stored XMLs on your computer. If you are unable to produce an XML file, reference the instructions Submitting a Monthly Court Activity Manually.

1. Using Internet Explorer, log in to the OCA Court Activity Data database at <http://card.txcourts.gov/secure/login.aspx?ReturnURL=default.aspx>.
For password resets, email support@txcourts.gov.
2. Select **View Electronic Submission (XML Upload)** at the bottom of your court's home page.



Reports submitted for the current state fiscal year (September to August) will appear on the court's main page immediately after they are submitted. To access reports from previous fiscal years, select **Monthly Report Search and Edit – New Data**. All reports submitted to the system can be viewed and edited at any time. Click **Submit** to save any corrections to a section.

3. Select the month and year you wish to submit. Click **Browse**.

Electronic File Submission

Build Version 1.1.7508.20106 Last Login: [Home](#) [Logout](#) | [Help](#)

[Justice of the Peace Main Menu](#) > **File Submission**

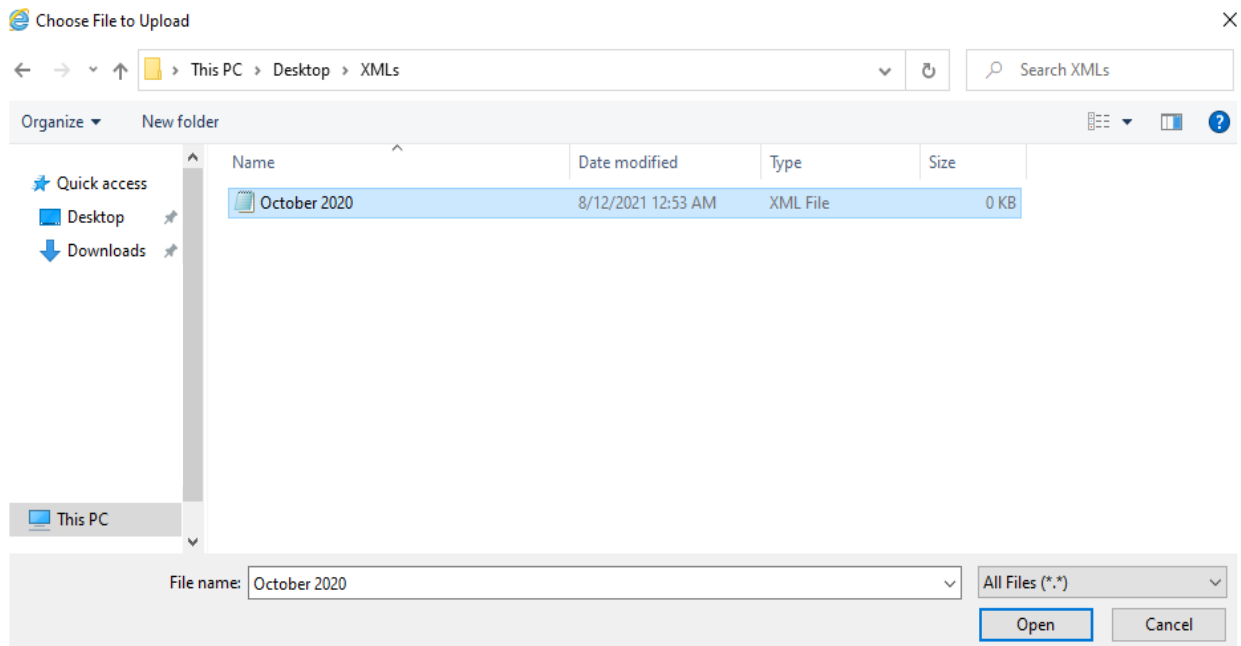
If you receive an error after trying to upload a report, you must contact your case management vendor or IT staff to generate the correct XML file format for you.
Please see the [Explanation of error messages](#).

Note: Reports can be submitted only for the previous month or earlier.

Report Year: 2020 ▼ Report Month: October ▼

Electronic File: Browse...

4. Select an XML file and click **Open**. Click **Submit**.



5. Review each section of the report and compare it to the printed/saved report from your case management system to ensure the data are accurate and complete.

Unless you are adding to the **Notes** or making a manual edit to the data, you do not need to click **Submit** for each section after you have submitted the XML file.

Reminder: A physical or electronic copy of the monthly report from your court's case management system (not from the OCA website) should be retained by the court for three years.

Questions? Email judinfo@txcourts.gov.