Frequently Asked Questions – XML Report Submissions

District & County

How do I upload my monthly data instead of typing it into the system?

Your information technology (IT) staff or vendor will need to create the XML file for you. Instructions for creating the XML file are posted at http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-court-reports.aspx.

Once a file has been created, it will need to be tested to determine whether it is formatted properly.

How do I test my new XML file?

Before submitting a report for the first time, the XML file should be tested to make sure that it is formatted properly.   To test an XML file, you or your vendor should upload the file into the XML tester at http://xml.card.txcourts.gov/.

This feature will determine whether the file is properly formed XML. However, it does not analyze whether the information within the file is accurate, whether all of the required information in the file is present, or whether the file matches OCA's XML specifications.
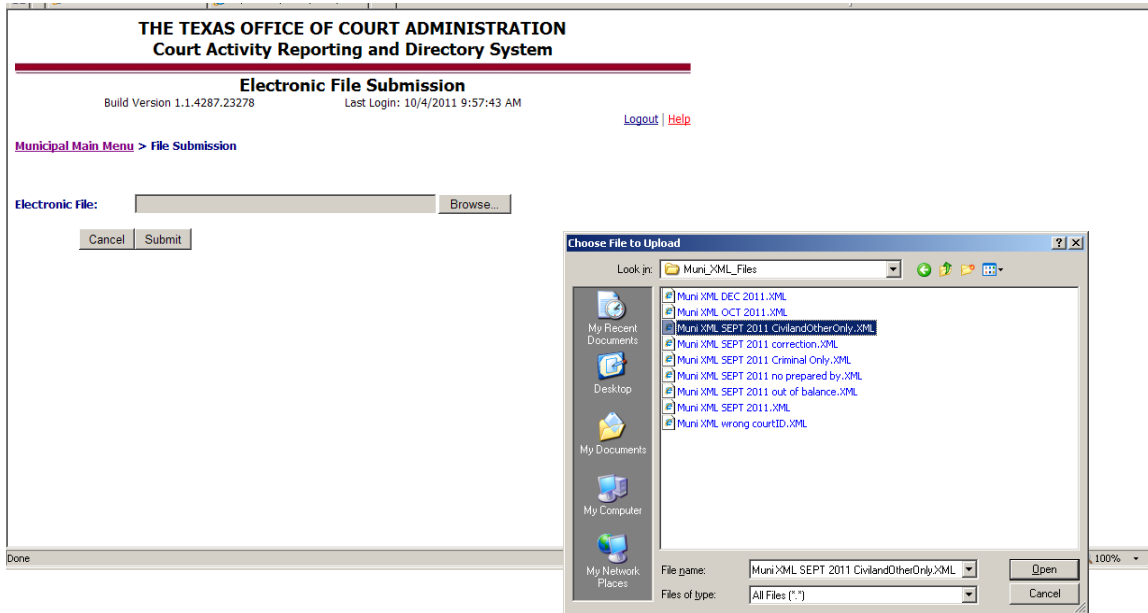
How do I upload my XML file to OCA?

1. Login to the CARD system http://card.txcourts.gov.

2. Select View Electronic Submission from the main menu.

Updated 02/12/2015
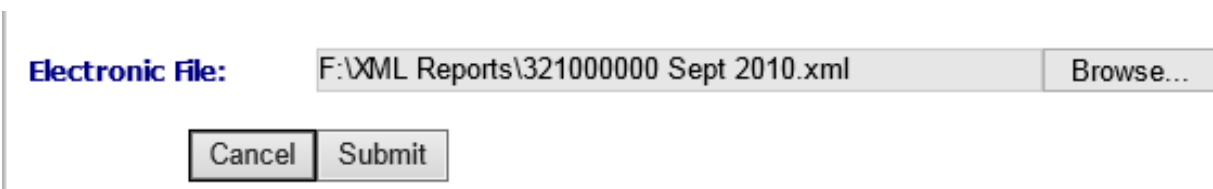
3. Click the Browse button to search for the file. Select the appropriate data file you want to upload by clicking on the filename and then clicking the Open button.

NOTE: If you do not know where the XML files are stored on your computer or computer network, you will need to contact your vendor or IT staff.

4. Press Submit.

5. Note whether the report was submitted successfully. Look for any sections marked in red as Out of Balance. Sections in red must be corrected, as there are errors in the report.

6. If you need to submit additional reports for a different court or court type, you will need to repeat this process, starting with logging in with a different user ID.

My report is out of balance, what do I do next?

There is an error (or multiple errors) in the XML file. The red numbers indicate where the problem is.

In this example, the Criminal section of the reports for September through May are out of balance, so they are in red.

Anderson County

District Court:

District Clerk Office

500 N Church St, Rm 18
Palestine, Texas
75801

September 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
October 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
November 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
December 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
January 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
February 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
March 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
April 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
May 2014	Criminal	Hate Crimes	Civil	Family	Juvenile

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

In the Criminal section, the message "Out of Balance" is displayed.

District Main Menu> Monthly Report Search> Monthly Report

Criminal	Hate Crimes	Civil	Family	Juvenile

320010000, Anderson County, District Clerk Office: September 2013

Out of Balance - Negative Numbers Found

CASES ON DOCKET		Capital Murder	Murder	Other Homicides	Agg. Assault or Attempted Murder	Sexual Assault of an Adult	Indecency or Sexual Assault of a Child	Family Violence Assault	Aggravated Robbery or Robbery	
CASES PENDING FIRST OF MONTH	(Should equal total criminal cases pending end of previous month.)	3	8	0	80	6	26	3	11	77
DOCKET ADJUSTMENTS		0	0	0	0	0	0	0	0	0
1. CASES										

0	0	0	8	0	1	0	2	4	4	0	7	10	4	24	0			

		Capital Murder	Murder	Other Homicides	Agg.	Sexual	Indecency	Family	Aggravated	
of Lines 9a and elow.)	-7 Invalid	8	0	80	6	29	-7 Invalid	10	80	63	2	19	-15 Invalid	54	249	5
(Equals Line 6 minus the sum of Lines 7 & 8.)	-7 Invalid	8	0	72	6	28	-7 Invalid	8	76	59	2	12	-25 Invalid	50	225	5
(Equals Line 1b minus Line 4 plus Line 8.)	0	0	0	8	0	1	0	2	4	4	0	7	10	4	24	0

SPOSED

		90 DAYS OR LESS	91 TO 180 DAYS	181 TO 365 DAYS	OVER 365 DAYS	TOTAL CASES
	(Should equal total on Line 7 above.)	21	14	14	15	64 Should equal total dispositions: 234

Problems may include: incorrect calculations in columns or rows, Total Cases in Age of Cases Disposed does not equal Total Dispositions, omitting lines from the XML file, and duplicating lines from the XML file. You will need to report the errors to your vendor/IT person and have them fix the issue, or the errors will likely appear in all future reports as well.

I uploaded an XML file. The report is showing that it is out of balance, but all the numbers on the screen are correct, and the errors marked in red show the same numbers that I already see in the report.

There is an error (or multiple errors) in the XML file. The red numbers indicate where the problem is.

Although the data entry screen may show the "correct numbers," these numbers are not in the actual XML file that you submitted; they were auto-calculated by the computer system. If the user presses Submit, the incorrect numbers in the XML file will be replaced in the database by the correct, auto-calculated numbers.

While this makes the report in balance, it does not solve the underlying issue with the XML file. The clerk must report the errors to her vendor/IT person and have them fix the issue, or the errors will likely appear in all future reports as well.

Problems include: incorrect calculations in columns or rows, omitting lines from the XML file, and duplicating lines from the XML file.

Why is my Additional Court Activity information not appearing in the Criminal section of the Statutory County Court report after I uploaded my XML file?

This information is coded in the Felony section of the XML file. If the felony section is not included in the XML file, the Additional Court Activity section will be blank in the report. (See Statutory County Court XML specifications, pages 37 through 54.) If your courts do not have felony jurisdiction, the felony XML file should contain zeroes, except for the Additional Court Activity Section.

I know I had activity last month in certain categories, but the information is not showing up on my report. Why isn't it there?

If you know there should be cases on the report in a particular category but nothing is showing, contact your vendor to ensure that your computer system is capturing the required information, that the information is coded correctly in the computer system, that you and your staff are using the system properly to capture the required information, and that the reports coming from your

computer system are pulling the proper information. <u>Always review your report every month. Do not assume that what comes out of the computer is always correct!!</u>

Why can't I get my XML file to upload?

1. Below are some common error messages and what they mean:

Error Message	Problem
Report Category not found in dimReportCategory table	The most common problems are: • Using the XML format for a Constitutional County Court instead of Statutory County Court. • There are wrong line numbers in the file. Your vendor/IT person needs to review file to make sure it matches OCA's XML specs posted at http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-court-reports.aspx.
Xml File is invalid. Please verify xml format.	The XML file does not meet specifications. Your vendor/IT person needs to correct the specifications to match OCA's XML specs: http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-court-reports.aspx.
Court not found in dimCourt table	1. The number in the Court Identifier field of the XML file is not valid – it does not match any court that we have in the database. The Court Identifier number is the same 9-digit number that the users use to log in to the system. If you rule that out, then look for #2. 2. Open the XML using Notepad. See if there is an extra space after the Court Identifier number. Delete that space, save the file, then resubmit the file through CARD.

Incorrect Court ID	The Court Identifier field in the XML file does not match the user's Login ID. Correct the Court Identifier field in the XML file.
An unrecoverable exception has occurred while processing the XML file. If you continue to have this issue, contact a OCA Admin.	A critical piece of information is missing from the file, such as the Court Identifier, Month, or Year. Check the items in #2 below. If those criteria are met, your vendor/IT person needs to review the file to make sure it matches OCA's XML specs posted at http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-court-reports.aspx.
Prepared by is required	The XML file does not include this required information.

2. Have your vendor/IT person check the XML file to make sure that the file is for the correct report.

a. Check the Court Identifier/Court ID to make sure that the correct one is being used for the report. (See chart below).

b. Check the XML schema to make sure that the correct schema is being used. (For example, an XML schema for a constitutional county court report will not work for a statutory county court report.) (See chart below.)

Report	Correct Court Identifier & Court ID	XML file should begin with:
Constitutional County Court	52xxx0001	<ROOT xmlns="urn:oca-constcounty-schema"
Statutory County Court	52xxx0000, 53xxxxxxx or 54xxxxxxx	<ROOT xmlns="urn:oca-statcounty-schema"
District Court	32xxx0000, 32xxxxxxx, or 33xxxxxxx	<ROOT xmlns="urn:oca-district-schema"