

Appointments and Fees



Reporting Requirements



Senate Bill 1369, 84th Legislative Session



Chapter 36, Government Code

- 👉 Applies to all courts in the state
- 👉 Effective September 1, 2016
- 👉 First report due October 2016



Reporting Requirements

Report **all appointments** of and **any fees** paid to

- ✓ attorney ad litem
- ✓ guardian ad litem
- ✓ competency evaluator*
- ✓ guardian
- ✓ mediator

in any type of case

*Competency evaluator: “physician or psychologist who performs examinations to determine whether an individual is incapacitated or has an intellectual disability for purposes of appointing a guardian for the individual.”



Exclusions

- ✘ Mediation conducted by an **alternative dispute resolution system**



- ✘ Appointment under **program for volunteer advocates** in child protection cases



- ✘ Appointment under **domestic relations office**



- ✘ Any information made **confidential under state or federal law**, including applicable rules (e.g., judicial bypass cases)



2 Reports Required for Each Court Each Month



Reports must be submitted for

**each court
each month**

on

- 1) **all appointments** made during month &
- 2) **all fees** approved/payments made during month

REGARDLESS OF THE AMOUNT OF THE FEE

and

EVEN IF THERE WAS NO ACTIVITY



Reporting Requirements

Most municipal and justice courts will



Submit **no activity** reports all or a majority of the time



If have activity to report, will most likely be appointment of guardian ad litem, attorney or mediator in a **truancy** case



Reporting Requirements

For each appointment made or fee paid:

- ✓ Name of judge/magistrate signing order
- ✓ Court
- ✓ Case number and style of case
- ✓ Name of person or entity appointed – must include State Bar number if attorney
- ✓ Position to which appointed.....



Reporting Requirements

- ✓ Relationship to ward or deceased, if applicable
- ✓ Date of appointment or approval of fee
- ✓ Source of fees
- ✓ Amount of fee, if any

\$ If payment greater than **\$1,000** report, also include



number of hours billed &



billed expenses

if the info is available to the court

Collecting Required Information



Judges/clerks need to locally determine specifics about how information is to be obtained



Recommend that:

- ✓ Each appointment be made by written order or similar process to document the appointment
- ✓ Each approval of payment to made by separate order or similar process

Penalty



Any court failing to provide clerk information required for the report is ineligible for grant money awarded by the state or a state agency for the next fiscal biennium



beginning September 1, 2017



Reporting Requirements



Report due **15th** of each month to OCA

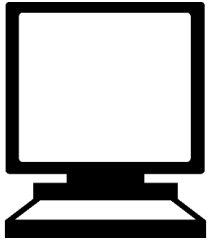


Must also post in courthouse by **15th** of the month



And on website of the court by **15th** of the month

Report Submission



Submit **online** at **card.txcourts.gov** unless have received waiver from OCA



Enter manually into database OR



Upload a file (xml)



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



Reports must be submitted for **each court even if no activity**



THE TEXAS OFFICE OF COURT ADMINISTRATION Court Activity Reporting and Directory System

Build Version 1.1.5975.24901

Last Login: 6/16/2016 8:30:16 AM

[Home](#) | [Logout](#) | [Help](#)

Calhoun County

Justice of the Peace:

Precinct 5 Place 1

P O Box 454
Port O'Connor, Texas
77982-0454

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

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.

To Enter a Report Manually

The screenshot displays the Texas Courts Online interface. At the top, the logo reads "TEXAS COURTS ONLINE" with a map of Texas. A navigation bar contains "Home", "Add New Record", and "Import XML". The "Add New Record" button is circled in red. Below this is a "FEE RECORDS" section with a "Court" dropdown menu (set to "Select"), a "Sort By" dropdown menu (set to "Last Updated"), and a "Only my records" checkbox. Below the search area are "Search" and "Clear" buttons. A red arrow points from the "Add New Record" button in the navigation bar to the "Add New Record" link in the search area. Another red arrow points from the "OR" text to the "Add New Record" button in the navigation bar. The "Add New Record" link in the search area is also circled in red. The footer contains the Office of Court Administration logo and contact information: "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)", and "Texas Online • Trail - Statewide Search • Texas Homeland Security • Where the Money Goes (State Expenditures)".



Reporting an Appointment or Fee

Current Status: NEW RECORD

Save Cancel

Reporting period

Month Apr

Year 2016

Reportable Activity

Type of Activity Appointment

No Activity

Court Precinct 5 Place 1

Judge Gonzalez, Robert Jr.

OR

Visiting Judge Select

Case Details

Case Number 16-1254

Case Style IN THE MATTER OF JKS, A CHILD



Reporting “No Activity”

Current Status: NEW RECORD

Save Cancel

Reporting period

Month Apr

Year 2016

Reportable Activity

Type of Activity Fees

No Activity

Court Precinct 5 Place 1

Judge Select Report period, County & Court

OR

Visiting Judge Select

Case Details

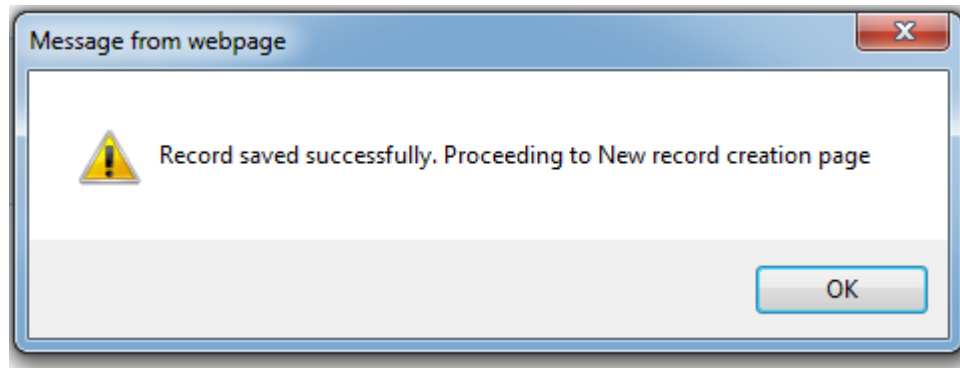
Case Number disabled

Case Style disabled

Check
the box



Successful Manual Entry



Failed Manual Entry

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

Month

Year

Reportable Activity

Type of Activity

No Activity

Court

Judge *

OR

Visiting Judge

Case Details

Case Number

Case Style



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



To Upload an XML File


TEXAS COURTS ONLINE

[Home](#) [Add New Record](#) [Import XML](#) [Reports](#)

FEE RECORDS

Court Only my records Date

Sort By OR Date Range

 [Add New Record](#)



To Upload an XML File

TEXAS COURTS
ONLINE

IMPORT FEE RECORDS

County: Calhoun

1

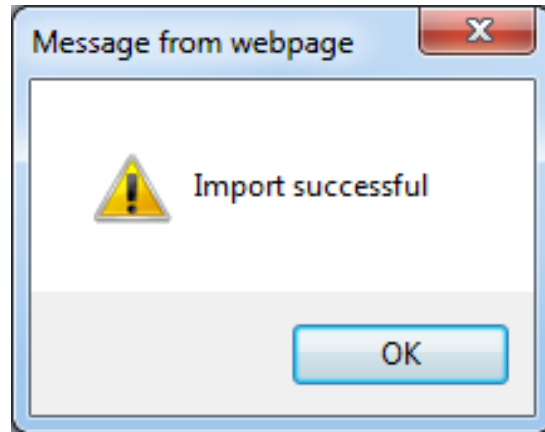
Select File: Choose File No file chosen

2

Import

- ➡ Find the file stored on your computer
- ➡ Select Import

Successful XML Upload



Failed Import of XML File


TEXAS COURTS ONLINE

Home Add New Record Import XML Reports Data Management Logout

IMPORT FEE RECORDS

County: Moore

Select File: Browse... Import

 Validation failed when comparing with XSD file.
CASE_NUMBER is a required XML element.
Please check your XML file and verify that all CASE_NUMBER elements have data.

Following is the system generated error message:
The 'CASE_NUMBER' element is invalid - The value "" is invalid according to its datatype 'String' - The actual length is less than the MinLength value.



Appointments and Fees Webpage

www.txcourts.gov

Home Courts ▾ Rules & Forms ▾ Organizations ▾ Publications & Training ▾ Programs & Services ▾ **Judicial Data ▾**

Judicial Data ▾ eFile

Judicial Directory

Open Records Policy

Reporting to OCA

Statistics & Other Data

REPORTING TO OCA HOME

▸ Appointments and Fees

- Change in Municipal Judge or Clerk
- Collection Improvement Program
- Court Closures & Reopenings
- Court Security Incidents
- eFiling Transaction Fee Certification
- Guardianship Reporting Requirements
- Judicial Bypass Cases
- Judicial Council Trial Court Activity Reports
- Jury Charges & Sentences in Capital Cases
- Other Resources
- Vexatious Litigants

Appointments and Fees Webpage

<http://www.txcourts.gov/reporting-to-oca/appointments-and-fees/>

Appointments and Fees

[Home](#) / [Judicial Data](#) / [Reporting](#) / [Appointments and Fees](#)

APPOINTMENTS AND FEES HOME

[District & County](#)
[Justice, Municipal & Appellate](#)
[Sample Forms](#)
[Appointments and Fees - Old](#)

Reporting Instructions & Other Resources

[District and County Courts](#)

- [September 2016 and later](#)
- [Prior to September 2016](#)

[Justice, Municipal and Appellate Courts](#)

Reports Received

[Appointments and Fees Reports](#)

Appointments and Fees

Home / Judicial Data / Reporting / Appointments and Fees / Justice, Municipal & Appellate

APPOINTMENTS AND FEES HOME

District & County

Justice, Municipal & Appellate

Sample Forms



Appointments and Fees - Old

JUSTICE, MUNICIPAL & APPELLATE





Justice, Municipal and Appellate Courts

[Report Instructions](#) 

[Instructions for Reporting Database](#) 

Checklist of information needed to enable clerks to prepare the reports [pdf](#)  [Word](#) 


Spreadsheets/forms to compile information for the report:

- [Appointments](#) [Excel](#)  [pdf](#) 
- [Fees](#) [Excel](#)  [pdf](#) 

[Sample Forms](#)

[Frequently Asked Questions](#)  updated 8/26/16

[Webinar](#)  | [Handouts](#) 

[Presentation Slides](#)  updated 8/26/16

XML Instructions

Send an email to JudInfo@txcourts.gov for information on XML instructions.



Judicial Information Section

JudInfo@txcourts.gov

(512) 463-1625

(512) 463-1865 fax

