



# Running the Court Activity Detail Report

## For Municipal and Justice Courts



# Court Activity Reporting and Directory System (CARD)

<http://card.txcourts.gov>

- Contains trial court activity reports submitted since 1992
- Anyone may run reports from **public website** – no login necessary



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

## Court Activity Data

Run one of our standard reports or your own query from our court activity database.

### District & County Courts

[Run reports for September 2010 to present](#)  
[Run reports for September 1992 to August 2010](#)

[Run query for September 2010 to present](#)  
[Run query for September 1992 to August 2010](#)

### Justice & Municipal Courts

[Run reports for September 2011 to present](#)  
[Run reports for September 1992 to August 2011](#)

[Run query for September 2011 to present](#)  
[Run query for September 1992 to August 2011](#)



# Running a Report Without Logging In

<http://card.txcourts.gov>



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# Running a Report While Logged In: <http://card.txcourts.gov>



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[Run query for September 2011 to present](#)  
[Run query for September 1992 to August 2011](#)

### Judicial Directory

[Search](#) our judicial directory database.

### Clerks and Courts Only

[Submit](#) your reports.

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

Login ID:

Password:



# Running a Report While Logged In

## Run Reports – New Data

September 1, 2011 to present

## Run Reports – Old Data

September 1, 1992 to August 31, 2011

The screenshot shows the user interface of the Texas Office of Court Administration's Court Activity Reporting and Directory System. At the top, there is a header with the OCA logo and the text "THE TEXAS OFFICE OF COURT ADMINISTRATION Court Activity Reporting and Directory System". Below the header, it displays "Build Version 1.1.6479.23195" and "Last Login: 10/16/2018 11:16:41 AM". There are links for "Home", "Logout", and "Help".

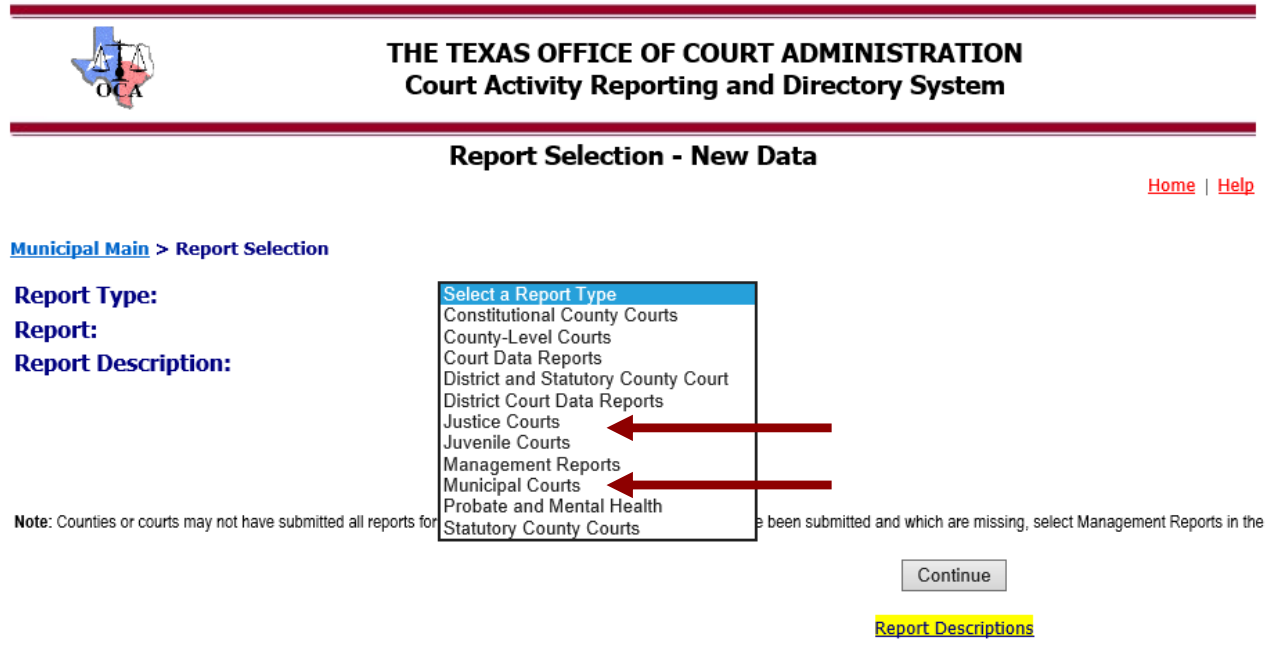
The main content area is for "Medina County" and "Municipal Court: Castroville". The address is listed as "1209 Fiorella St, Castroville, Texas 78009".

At the bottom, there is a navigation bar with "September 2018" and tabs for "Criminal", "Civil", "Juvenile", and "Additional". A red note states: "Note: Any link highlighted in red above indicates that the report has errors that must be corrected." Below this, there are several buttons: "Enter New Monthly Report (Manual)", "Monthly Report Search and Edit - New Data", "View Electronic Submission (XML Upload)", "Run Report - New Data", "Run Report - Old Data", and "App". The "Run Report - New Data" and "Run Report - Old Data" buttons are highlighted with red boxes, and a large red arrow points to the "App" button.



# Select Report Type (Court Level)

- Justice Courts , or
- Municipal Courts



The screenshot shows the 'Report Selection - New Data' page of the Texas Office of Court Administration. At the top left is the OCA logo, and at the top right is the title 'THE TEXAS OFFICE OF COURT ADMINISTRATION Court Activity Reporting and Directory System'. Below the title is a breadcrumb trail: 'Municipal Main > Report Selection'. The main content area is titled 'Report Selection - New Data' and includes links for 'Home' and 'Help'. A dropdown menu titled 'Select a Report Type' is open, listing various report categories. Two red arrows point to 'Justice Courts' and 'Municipal Courts' in the list. Below the dropdown is a 'Continue' button and a link for 'Report Descriptions'. A note at the bottom of the dropdown area states: 'Note: Counties or courts may not have submitted all reports for [ ] have been submitted and which are missing, select Management Reports in the [ ]'.

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

Report Selection - New Data [Home](#) | [Help](#)

[Municipal Main](#) > Report Selection

Report Type:  
Report:  
Report Description:

Select a Report Type

- Constitutional County Courts
- County-Level Courts
- Court Data Reports
- District and Statutory County Court
- District Court Data Reports
- Justice Courts
- Juvenile Courts
- Management Reports
- Municipal Courts
- Probate and Mental Health
- Statutory County Courts

Note: Counties or courts may not have submitted all reports for [ ] have been submitted and which are missing, select Management Reports in the [ ]

[Continue](#)

[Report Descriptions](#)



# Select the **Activity Detail** Report



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

### Report Selection - New Data

[Home](#) | [E](#)

[Municipal Main](#) > Report Selection

**Report Type:**

Municipal Courts

**Report:**

**Report Description:**

- Select a Report
- Municipal Court Activity by City
- Municipal Court **Activity Detail**
- Municipal Court Additional Activity by City
- Municipal Court Cases Appealed by City
- Municipal Court Juvenile/Minor Activity by City

**Note:** Counties or courts may not have submitted all reports for the fiscal year. To determine which reports have been submitted and which are missing, select Management Reports

Continue



[Report Descriptions](#)



# Select the **Activity Detail** Report



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

### Report Selection - New Data

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

[Municipal Main](#) > Report Selection

**Report Type:**

Justice Courts

**Report:**

Justice Court Activity Detail

**Report Description:**

This report mirrors the Official Justice Court Report form. It contains detailed data on the number of criminal and civil cases filed, disposed, and pending for the time period selected. It also contains data on juvenile activity, magistrate activity, and other miscellaneous information. Reports may be run for individual courts, counties or statewide totals.

**Reporting Period:**

Select a Reporting Period  
9/1/2011 - 8/31/2013  
9/1/2013 and Beyond



**Note:** Counties or courts may not have submitted all reports for the fiscal year. To determine which reports have been submitted and which are missing, select Management Reports in the

Continue



[Report Descriptions](#)





# Running Activity Detail Report

The State fiscal year runs **September** through **August**

## JUSTICE COURTS

### Report Selection - New Data

Build Version 1.1.7181.15267

Last Login: 11/13/2019 11:19:38 AM

[OCA Main](#) > [Report Selection](#) > [Report Criteria](#)

#### Report: Justice Court Activity Detail

From: Year: 2018 Month: September To: Year: 2019 Month: August

Separate Monthly Report for each Month in Range (Aggregate Report if unchecked)

County: Bexar

Precinct: 1 Place: 1

Format: Export to Acrobat  
Selecting the Acrobat version will provide a 'printer friendly' version.

Run Report

Choose **precinct** and **place**  
(if applicable)

## MUNICIPAL COURTS

### Report Selection - New Data

The Back button will send you to OCA's Publications and Information page.  
To return to the search page click on the link below.

[Main](#) > [Report Selection](#) > [Report Criteria](#)

#### Report: Municipal Court Activity Detail

From: Year: 2017 Month: September To: Year: 2018 Month: August

Separate Monthly Report for each Month in Range (Aggregate Report if unchecked)

City: Abilene

Format: Export to Acrobat  
Selecting the Acrobat version will provide a 'printer friendly' version.

Run Report

Choose **city**

Check box  
if you want  
report  
produced  
for **each**  
**month** in  
date range



# Activity Detail Report

## Justice Courts Activity Detail September 1, 2018 to August 31, 2019

100.0 Percent Reporting Rate

12 Reports Received Out of a Possible 12



Indicates that **at least 1 section** was reported per month

County: Bexar Court: Precinct 1 Place 1

CRIMINAL CASES			
Traffic Misdemeanors			Penal Code
Non-Parking	Parking	County Ordinance	
116,546	870	108	16,437
40,499	7	0	4,781
(1,313)	(3)	(4)	(65)

Does not ensure that all reports are complete or do not contain critical addition errors



# Activity Detail Report

➤ If numbers present (including zeroes) in report, activity was reported for the period specified

➤ If blank, no reports were submitted for the period specified

**Justice Courts Activity Detail**  
**September 1, 2018 to August 31, 2019**  
 100.0 Percent Reporting Rate  
 12 Reports Received Out of a Possible 12  
 County: Bexar Court: Precinct 1 Place 1

	CRIMINAL CASES						
	Traffic Misdemeanors			Non-Traffic Misdemeanors			
	Non-Parking	Parking	County Ordinance	Penal Code	Other State Law	County Ordinance	Total
<b>Cases Pending 9/1/2018:</b>							
Active Cases	116,546	870	108	16,437	29,145	114	163,220
Inactive Cases	40,499	7	0	4,781	170	11	45,468
Docket Adjustments	(1,313)	(3)	(4)	(65)	(218)	0	(1,603)
<b>Cases Added:</b>							
New Cases Filed	31,541	50	5	418	883	6	32,903
Cases Reactivated	12,556	9	1	137	441	3	13,147
All Other Cases Added	0	0	0	0	0	0	0
<b>Total Cases On Docket</b>	<b>159,330</b>	<b>926</b>	<b>110</b>	<b>16,927</b>	<b>30,251</b>	<b>123</b>	<b>207,667</b>

**Municipal Courts**  
**Activity Detail**  
**September 1, 2017 to August 31, 2018**  
 0.0 Percent Reporting Rate  
 0 Reports Received Out of a Possible 12  
 Court: Paducah

	CRIMINAL CASES						
	Traffic Misdemeanors			Non-Traffic Misdemeanors			
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance	Total
<b>Cases Pending 9/1/2017:</b>							
Active Cases							0
Inactive Cases							0
<b>Cases Added:</b>							
New Cases Filed							0
Cases Reactivated							0
All Other Cases Added							0
<b>Total Cases on Docket</b>							<b>0</b>



## Judicial Information Staff

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