

Running the Court Activity Detail Report District, Constitutional County, and Statutory County Courts

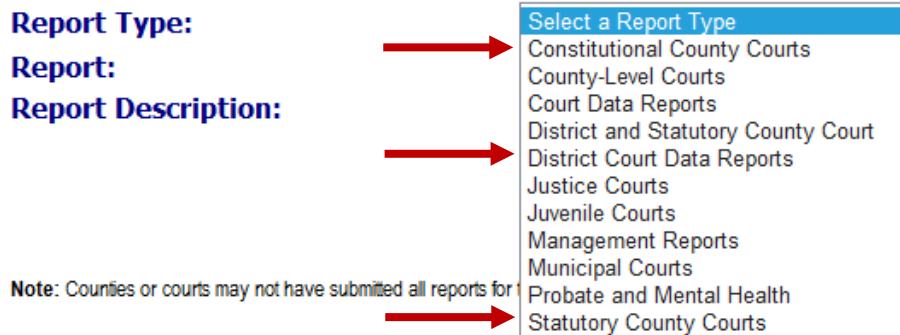
Report Description: This report mirrors the report form. It contains detailed data on the number of criminal, civil, family, and juvenile cases filed, disposed and pending for the time period selected. It also contains data on probate, guardianship, and mental health cases for county courts. Reports may be run for individual counties and statewide totals using your Login ID and Password.

1. Go to <http://card.txcourts.gov>.
2. Click on [Submit](#) under the **Clerks and Courts Only** heading.
3. Enter your **Login ID** and **Password** and click on **Login**.
4. Click on **Run Report – New Data**.

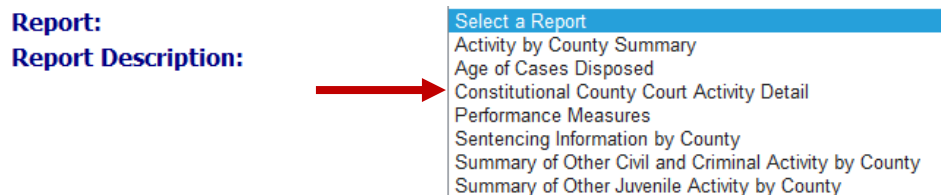


5. For **Report Type** choose the appropriate court level (Constitutional County Courts, District Courts, or Statutory County Courts).

[County Main](#) > Report Selection



6. For **Report** choose the **Activity Detail** report and click on **Continue**.



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,

[Continue](#)

7. On the next screen choose the following:
- From: **Year = 2020 and Month = 9** (the state fiscal year begins on September 1)
 - To: **Year = 2021 and Month = 8** (the state fiscal year ends on August 31)
 - County** – select your county from the dropdown
 - Court**
 - Constitutional County Court – no need to make a selection
 - District
 - If there is only 1 court in the county, or if you submit only 1 report for all the district courts in the county, leave selection at **All**.
 - If you report separately for more than one court, you will select the first court, run the report for that court and then come back and run the report for each of the other courts.
 - Statutory County Court
 - You may leave the selection at **All** if:
 - there is only one county court at law in your county and you are the only clerk responsible for reporting for that court or
 - you submit only 1 report for all the statutory county courts in the county, and you are the only clerk responsible for reporting for those courts.
 - You will need to select a “court” if:
 - the county clerk and district clerk each submit one or more reports for the statutory county court(s) or
 - there is more than one statutory county court in your county and separate reports are submitted for each court.

NOTE: To determine which “court” to select, log in to the database and find the name on the Main Page. For county clerks, it will generally be “County Clerk Office,” and for district clerks, it will generally refer to a “county court at law.” If you have multiple Login IDs, you will need to find the “court” name for each.

8. For a report combining information for the whole year, leave this box unchecked:

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

Check the box if you want a report produced for each month in the date range.

9. Select **Run Report**. You may save and/or print the report. To run another report, click on the Back button and follow the same steps.

Statutory County Courts
Activity Detail from September 1, 2016 to August 31, 2017
County: Tarrant Court: County Clerk Office
100.0 Percent Reporting Rate
12 Reports Received Out of a Possible 12

FELONY CASES								
Cases on Docket:	Capital Murder	Murder	Other Homicides	Agg. Assault or Attempted Murder	Sexual Assault of Adult	Indecency With or Sexual Assault of Child	Family Violence Assault	Aggravated Robbery or Robbery