

Running the Reports Received Report

Report Description: This report shows which monthly reports and sections of monthly reports have been received as well as any section of a monthly report that is “Out of Balance.”

1. Go to <http://card.txcourts.gov>.
2. Click **Submit** under the **Clerks and Courts Only** heading.
3. Enter your **Login ID** and **Password** and click **Login**.
4. Click **Run Report – New Data**.
5. For **Report Type**, choose **Management Reports**. For **Report**, choose **Reports Received** and **Court Type**.
6. Click **Continue**.

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

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

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

Report Type: Management Reports

Report: Select a Report

- Reports Received - Constitutional County Courts
- Reports Received - District Courts
- Reports Received - Justice Courts
- Reports Received - Municipal Courts
- Reports Received - Statutory County Courts

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](#)

- For **district, constitutional county, and statutory county courts**, you may run the reports for FY 2011 and forward. You may also run the report for just one county. If you don't choose a specific county, the resulting report will include all counties.
- For the **JP and municipal courts**, you may run the reports for FY 2012 and forward. If you don't choose a specific court, the resulting report will include all courts.
- The format's available for the report are Acrobat, Excel and Word. Acrobat provides the most printer friendly version. However, the Excel version allows you to make notes, sort, etc. This is the version that is recommended.

7. Select **Fiscal Year** and **County**. Click **Run Report**.

Report Selection - New Data
Build Version 1.1.6479.23195 Last Login: 10/18/2017 10:51:20 AM

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

Report: Reports Received - Justice Courts

Fiscal Year: 2017

County: All

Precinct: All

Place: All

Format: Export to Acrobat

Selecting the Acrobat version will provide a 'printer friendly' version.

[Run Report](#)

The **Reports Received** report receive will show:

- **Y** will display after the section if it is required. (Remember that once you submit a section in one month it must be submitted in every month, even if there is no activity to report.)
- **N** will display after the section if it is not required
- ***** if the reports was received and is in balance
- **#** if the report has been received and is out of balance. Any report that has an “#” must be corrected. You will also see those reports flagged in red if you log in the database and do a search of reports in the fiscal year. Click **Monthly Report Search and Edit – New Data** to access reports for previous fiscal years.
- **?** if the report (section) has not been received (is missing)

Reports Received - Justice Courts

Fiscal Year Selected: 2017 Date/Time Printed: 10/18/2017 - 1:10 pm

* Received, In Balance
 # Received, Out of Balance
 ? Report Missing
 Y Required to Report
 N Not Required to Report

				2016				2017							
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug
Austin	Precinct 1 Place 1	Criminal	Y	#	#	*	?	?	?	?	?	?	?	?	?
		Civil	Y	*	*	*	?	?	?	?	?	?	?	?	?
		Juvenile	Y	*	*	*	?	?	?	?	?	?	?	?	?
		Additional	Y	*	*	*	?	?	?	?	?	?	?	?	?

Send questions to judinfo@txcourts.gov.