

# OCA Online Reporting of Appointments and Fees

The Appointments and Fees database must be accessed through the Court Activity Reporting and Directory System (<http://card.txcourts.gov>).

## Entering or Editing Monthly Reports

Go to <http://card.txcourts.gov>. Enter user name and password.

The user ID and password are the same ones used to enter the statistics for the monthly court activity report.

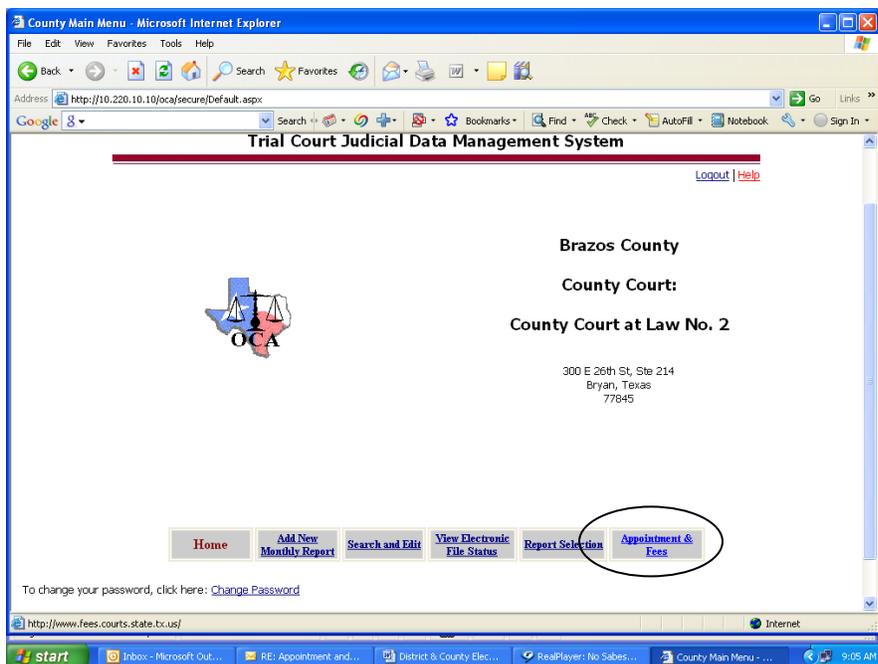
District clerks that report information for the county courts at law will need to submit one report for the district courts using the user ID associated with the district courts and one report using the user ID associated with the county-level courts.

Clerks who are submitting more than one report for the district courts in the county **or** for the county-level courts in the county do not need to enter the appointments and fees reports under each of the user IDs they are currently using to enter the statistics for the monthly court activity report. All appointments and fees records may be entered under just one user ID.

If you do not have a user ID and password for electronic reporting, please contact **Sandra Mabbett** and (512) 463-1640 or [sandra.mabbett@txcourts.gov](mailto:sandra.mabbett@txcourts.gov).

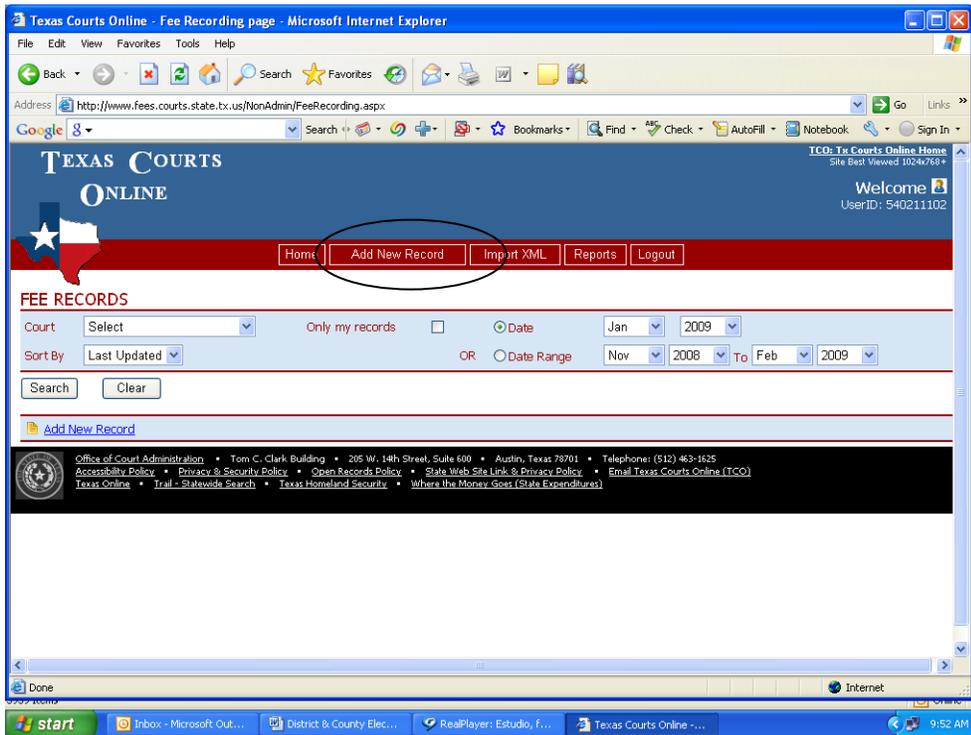
## Accessing the Database

1. Select the **Appointments and Fees** button.

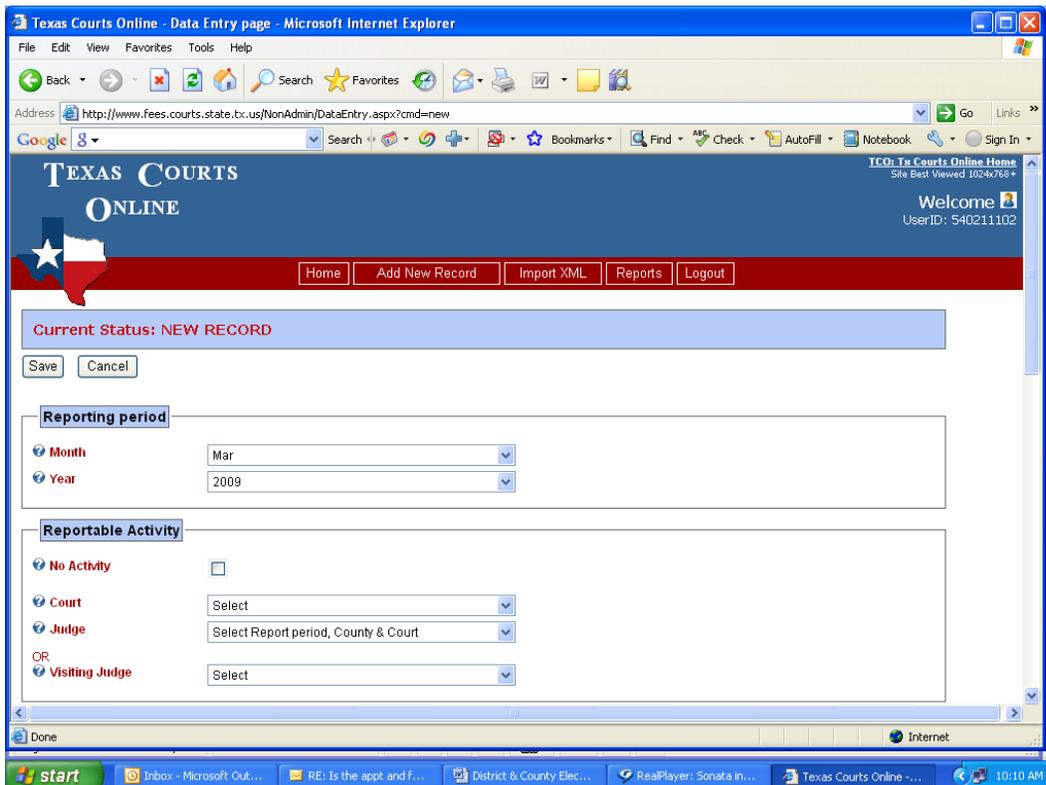


## Entering Reports Manually *(go to page 6 for instructions on uploading an XML file)*

1. Select the **Add New Record** button.



2. Select the **Month** and **Year** for which you are submitting a report.



If you have no activity to report, go to page 5.

3. Enter the requested information for each fee paid over \$500. The following information is required for all entries:

- \$ **Court**
- \$ **Judge or Visiting Judge**
- \$ **Case Number**
- \$ **Case Style**
- \$ **Name of Person Appointed**
- \$ **Position to Which Appointed**
- \$ **Relationship to Ward or Deceased** (If not relevant to the case, select “Not Applicable”)
- \$ **Approval Date**
- \$ **Source of Fees, if known**
- \$ **Amount of Fee Approved**
- \$ **Prepared By**

The **Fee Type** field is optional when entering the report manually. (Note: It is required for XML imports.)

***NOTE:** See the instructions for the District and County Court Appointments and Fees report for definitions and further instructions.*

4. Press **Save** after completing each record.
5. If your next record is similar to one that you entered previously, you might save time by finding the previously entered record and selecting the copy  icon next to that record. Make any changes to the newly duplicated record, then press **Save**.
6. Log out of the system when all records have been entered.

## “No Activity” Report

1. If there is **no activity** to report for the month, check the **No Activity** box.

The screenshot shows the Texas Courts Online Data Entry page. The browser title is "Texas Courts Online - Data Entry page - Microsoft Internet Explorer". The address bar shows the URL: "http://www.fees.courts.state.tx.us/NonAdmin/DataEntry.aspx?cmd=new". The page header includes the "ONLINE" logo and a "Welcome" message with "UserID: 540211102". A navigation bar contains buttons for "Home", "Add New Record", "Import XML", "Reports", and "Logout". The main content area displays "Current Status: NEW RECORD" with "Save" and "Cancel" buttons. Below this is the "Reporting period" section with "Month" set to "Mar" and "Year" set to "2009". The "Reportable Activity" section has "No Activity" checked, "Court" set to "All", and "Judge" set to "Select Report period, County & Court". The "Case Details" section is partially visible at the bottom.

2. Scroll down to the bottom of the page and enter your name in the **Prepared By** field.

## Appointments and Fees Reports

Texas Courts Online - Data Entry page - Microsoft Internet Explorer

Address: <http://www.fees.courts.state.tx.us/NonAdmin/DataEntry.aspx?cmd=new>

Last Name: disabled  
Suffix: disabled  
Position: Select  
Type: Select

**Fee details**

Approval Date: disabled  
Fee Source: Select  
Fee Type: Select  
Amount Approved: \$ disabled

**Miscellaneous**

Prepared By: John Doe  
Date Prepared: 02/11/2009

Save Cancel

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)  
Texas Online • Trail - Statewide Search • Texas Homeland Security • Where the Money Goes (State Expenditures)

3. Press **Save**. You should see a message that the record was saved successfully. If there are errors in the record that you entered, the system will prompt you to correct them.

Texas Courts Online - Data Entry page - Microsoft Internet Explorer

Address: <http://www.fees.courts.state.tx.us/NonAdmin/DataEntry.aspx?cmd=new>

**TEXAS COURTS ONLINE**

TCO: Tx Courts Online Home  
Site Best Viewed 1024x768

Welcome  
UserID: 540211102

Home Add New Record Import XML Reports Logout

Current Status: NEW RECORD

Save Cancel

**Reporting period**

Month: Jan  
Year: 2009

**Reportable Activity**

No Activity:   
Court: Select  
Judge: Select Report period & Court  
OR  
Visiting Judge: Select

Microsoft Internet Explorer

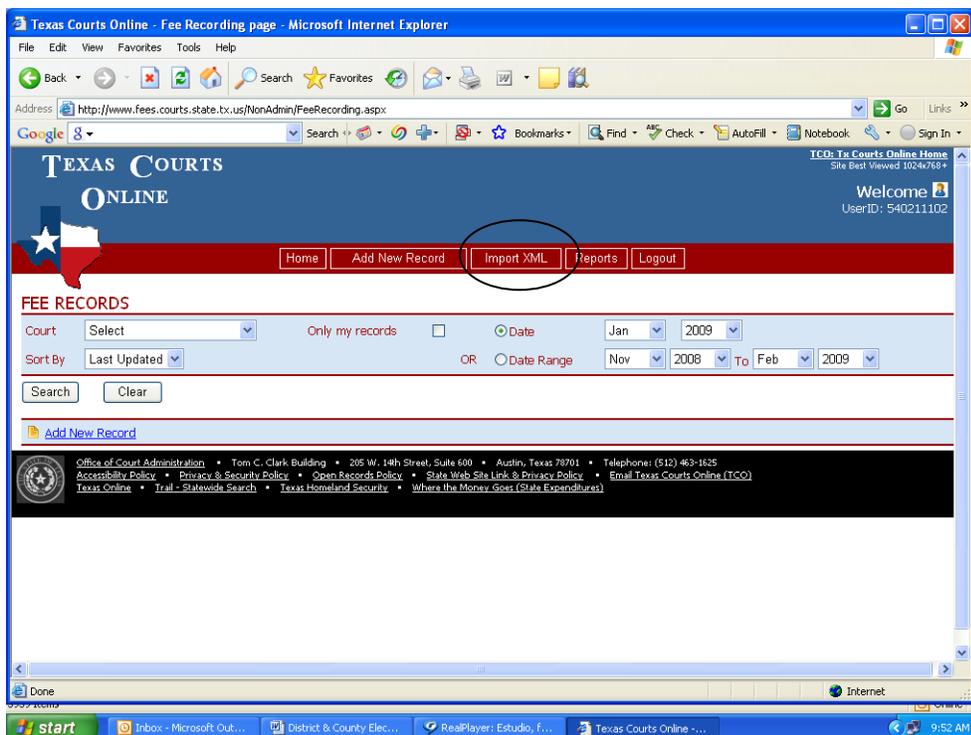
Record saved successfully. Proceeding to New record creation page

OK

4. You may log out of the system. Your report is finished.

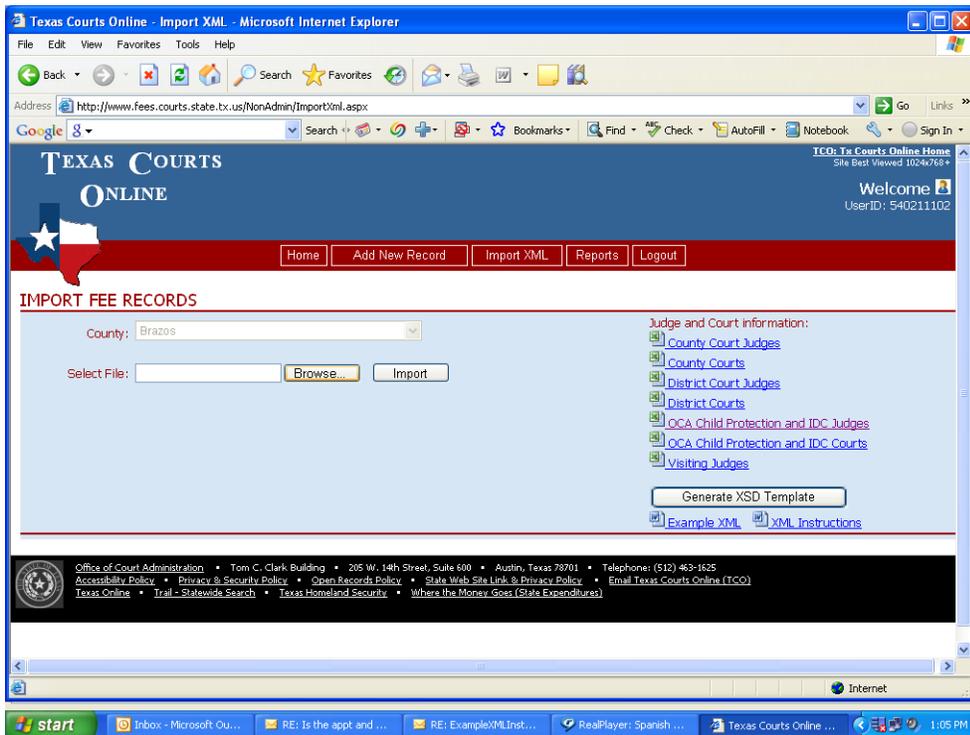
## Uploading an XML File

1. Select the **Import XML** button.

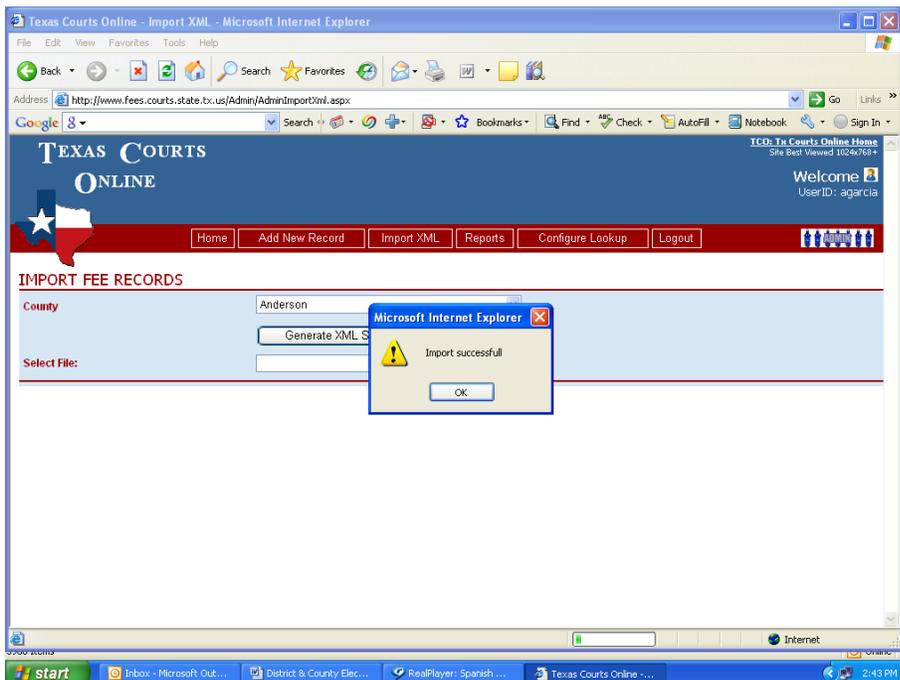


2. Press the **Browse** button to locate your XML file.

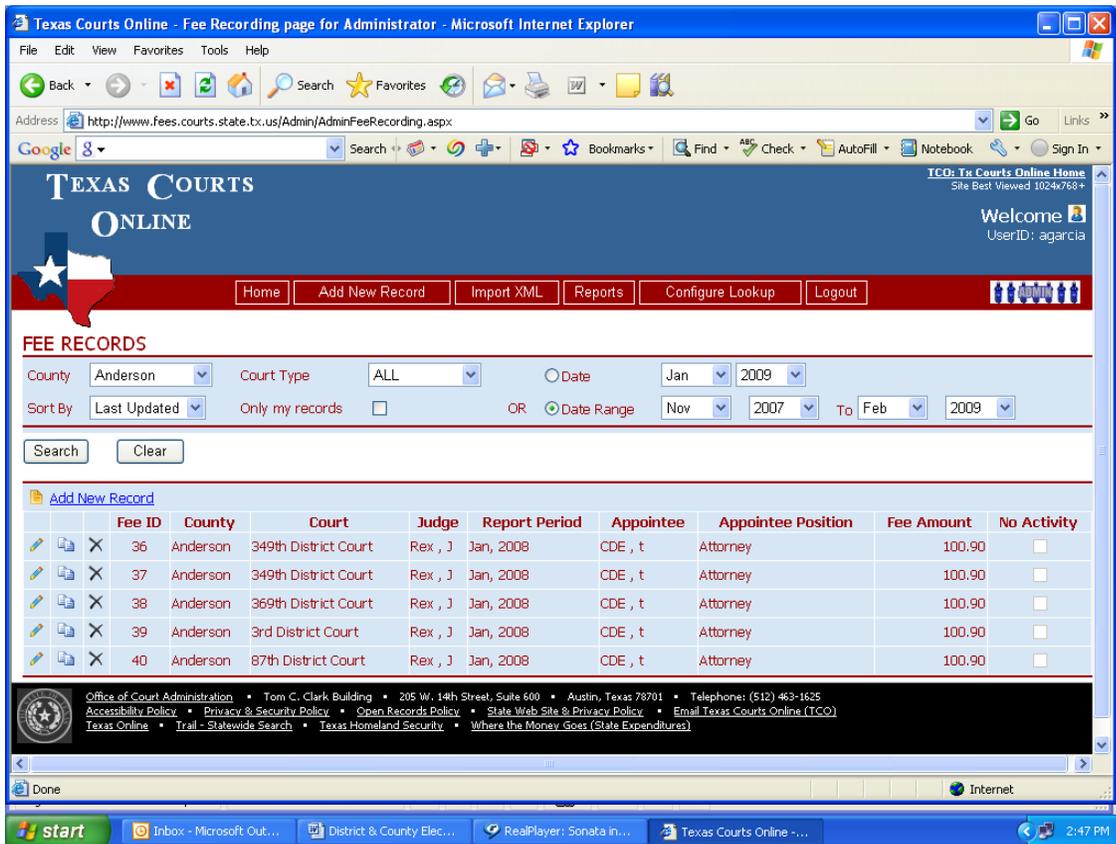
# Appointments and Fees Reports



3. Press the **Import** button. Note whether the import was successful.



Your imported records should appear when you return to your Home page. You may log out. Your report is complete.



## Editing Reports

You may update or delete records entered within the last 60 days. To make changes after 60 days, call Sandra Mabbett at (512) 463-1640.

To edit a record:

1. Search for the desired record(s) by using the Court, Date, Date Range, Sort, and Only My Records options at the top of the reporting screen. A list of the reports meeting the selected criteria will appear.

**NOTE:** All records that have been entered into the database for your county that meet the selected criteria will appear. To exclude those records entered by someone else, check the **Only My Records** box.

2. Select the pencil icon  next to the desired report.
3. Edit the selected record, then press **Save**.

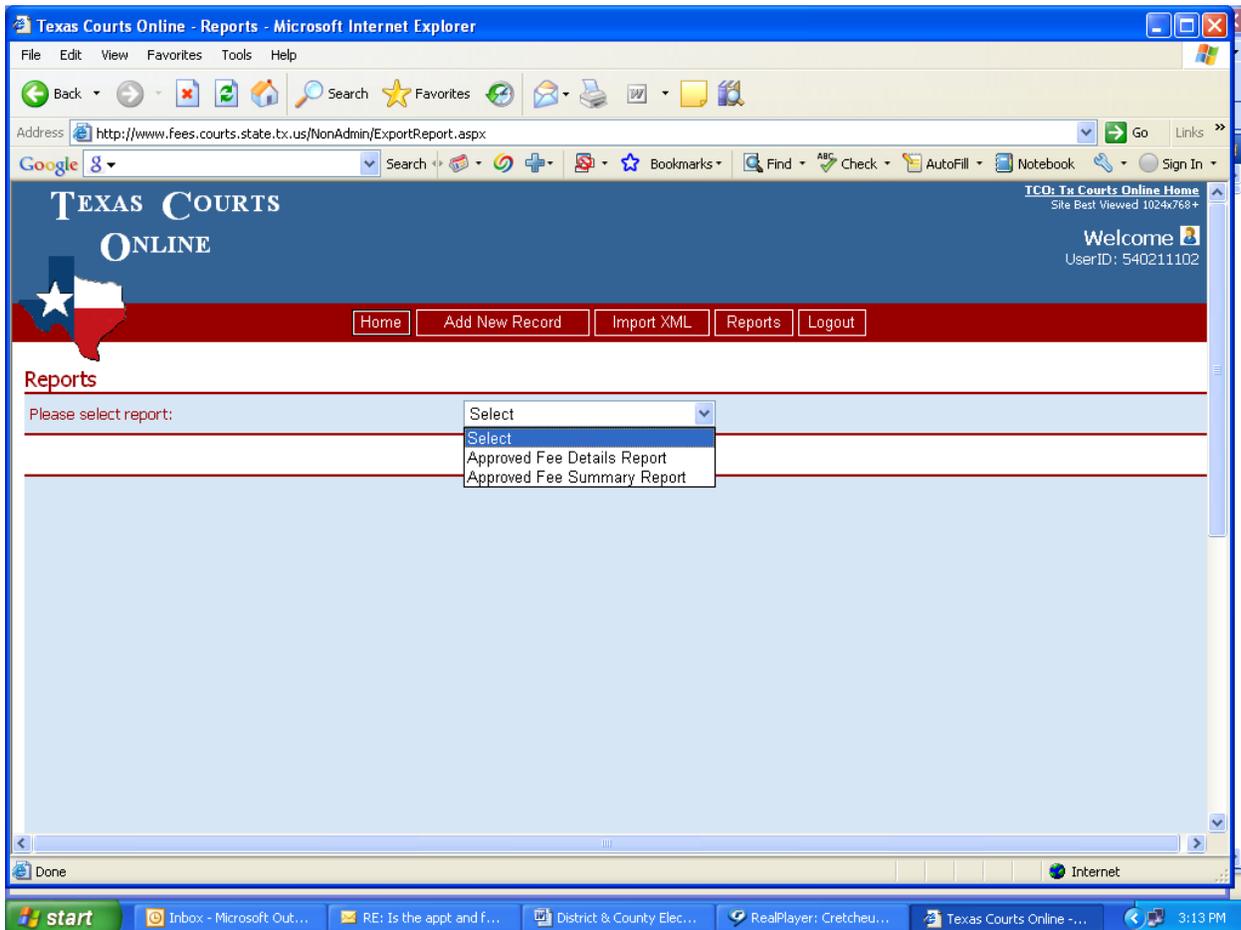
To delete a record:

1. Search for the desired record(s) by using the Court, Date, Date Range, Sort, and Only My Records options at the top of the reporting screen. A list of the reports meeting the selected criteria will appear.

2. Select the  icon next to the desired report.

### Generating Reports

1. Select the **Reports** button, then select one of the two reports.



2. Select the desired criteria then press the **View Report** button.
3. Export the report results into the desired format (XML, comma delimited file, TIFF, Adobe pdf, or Excel).

## Questions?

**Technical problems with system, including problems with passwords: OCA Help Desk, (512) 463-1642**

**District and County Court Monthly Reports and Establishment of On-Line Reporting Accounts:**

Sandra Mabbett, (512) 463-1640; [sandra.mabbett@txcourts.gov](mailto:sandra.mabbett@txcourts.gov)

If additional selections need to be added for the **Position to Which Appointed**, **Fee Source**, or **Fee Type** fields please contact the Judicial Information Division at (512) 463-1640 or [ReportingSection@txcourts.gov](mailto:ReportingSection@txcourts.gov).