

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.

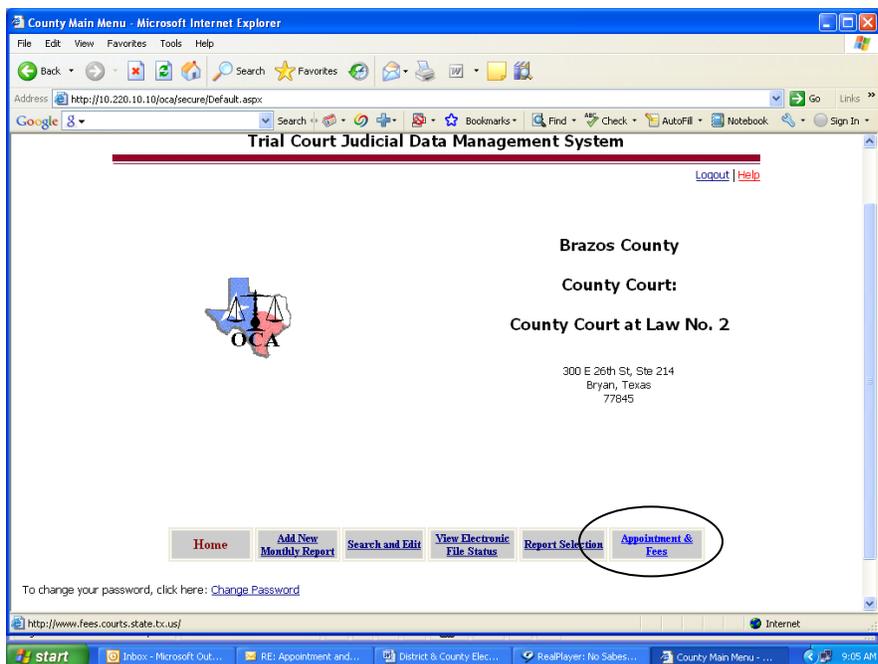
District clerks that report information for the county courts at law will need to submit one report for the district courts using the user ID associated with the district courts and one report using the user ID associated with the county-level courts.

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.

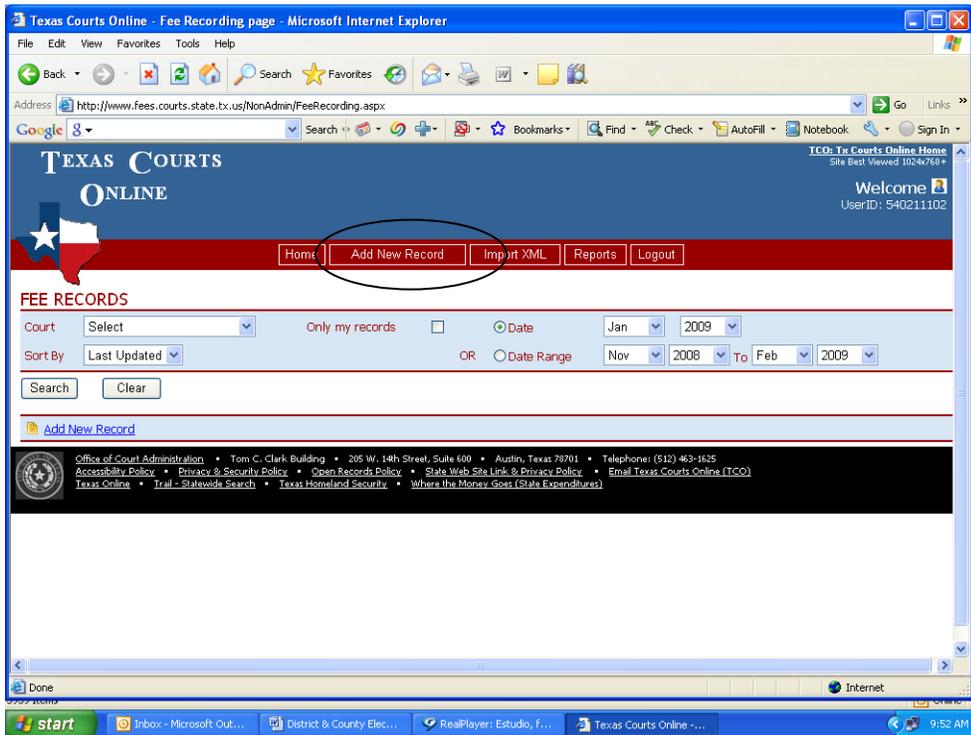
Accessing the Database

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

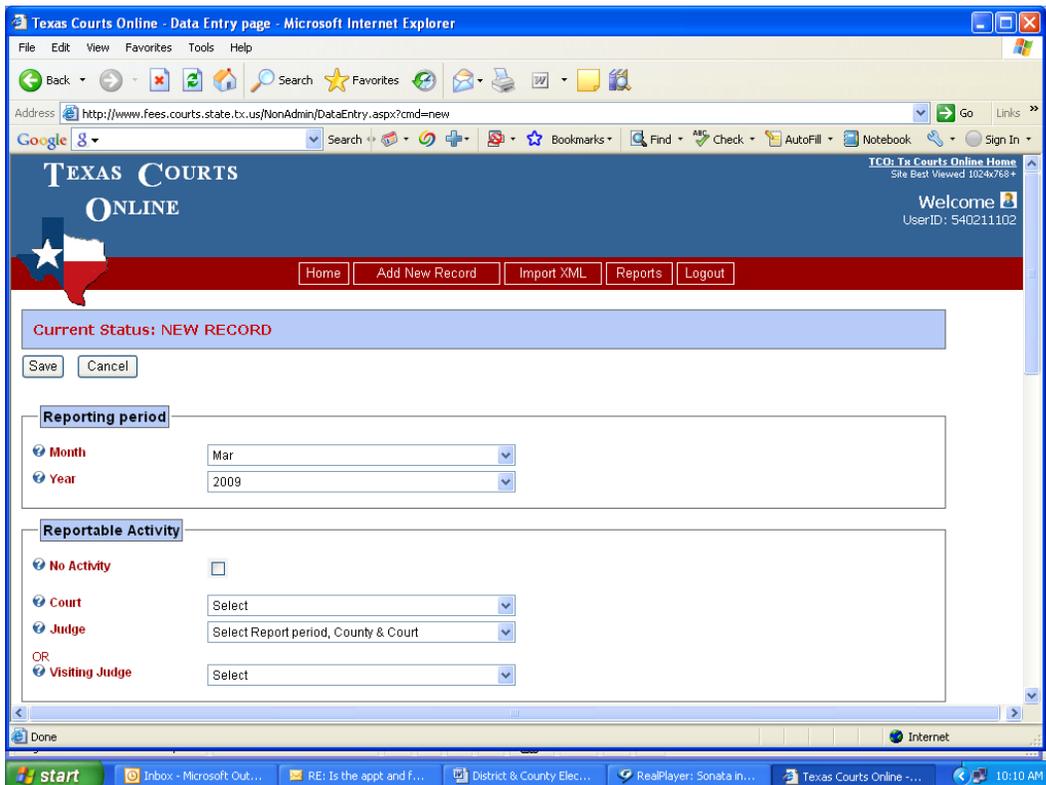


Entering Reports Manually *(go to page 6 for instructions on uploading an XML file)*

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**

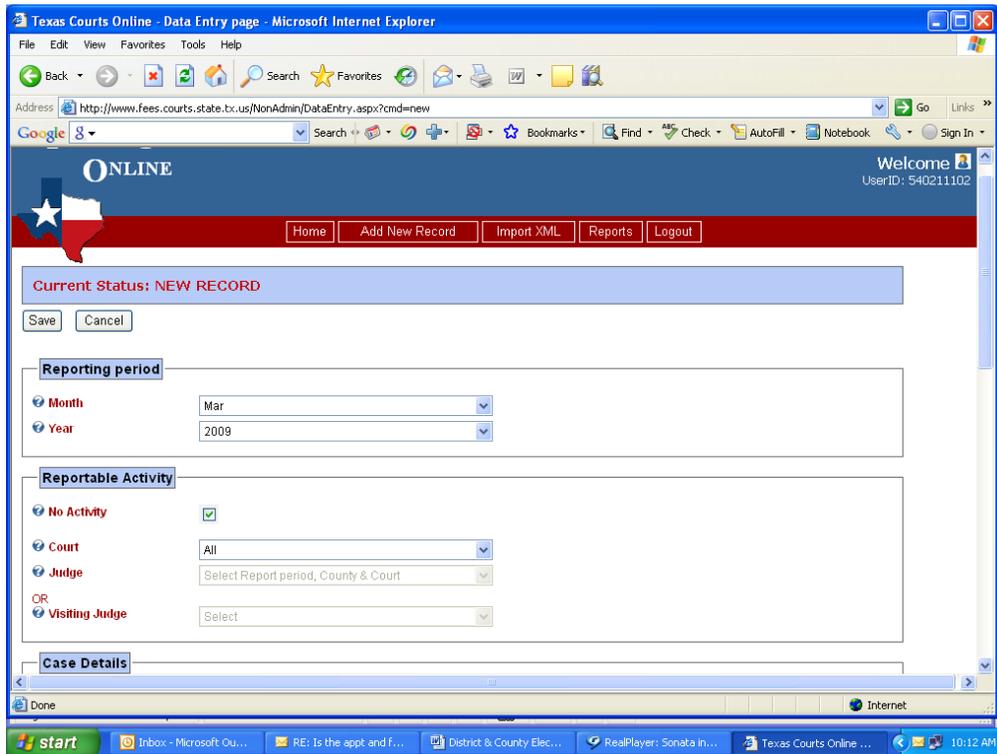
The **Fee Type** field is optional.

***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.

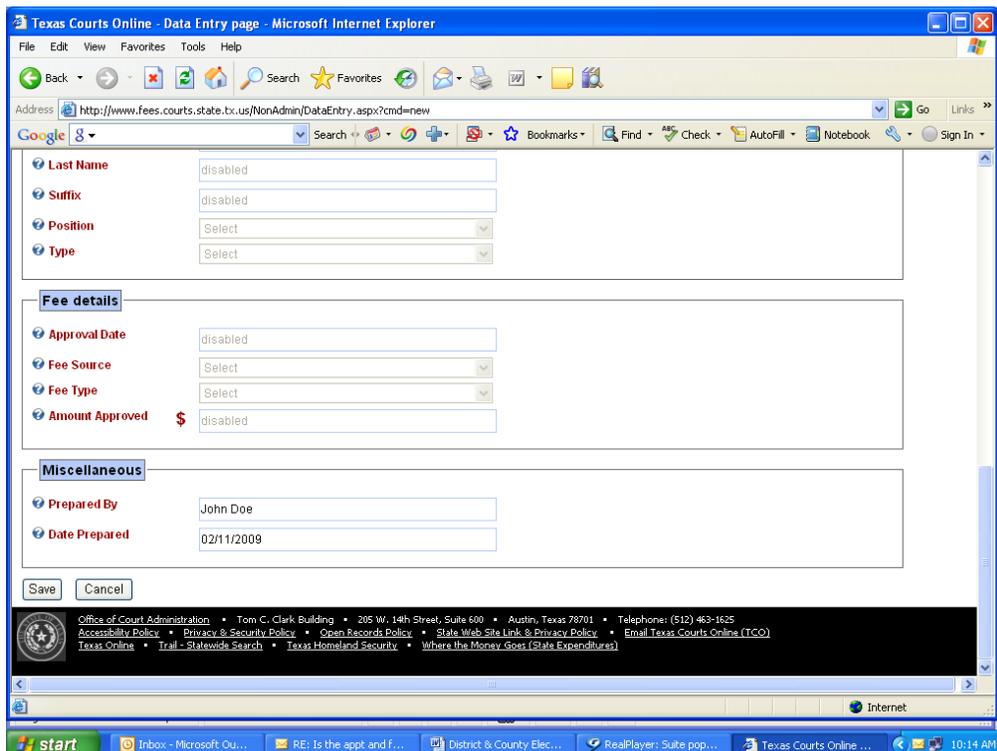
“No Activity” Report

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 in Microsoft Internet Explorer. The page title is "Texas Courts Online - Data Entry page". The address bar shows the URL: <http://www.fees.courts.state.tx.us/NonAdmin/DataEntry.aspx?cmd=new>. The page includes a navigation bar with links for Home, Add New Record, Import XML, Reports, and Logout. The current status is "NEW RECORD". The reporting period is set to March 2009. In the "Reportable Activity" section, the "No Activity" checkbox is checked. Other options like "Court" and "Judge" are also visible but not selected.

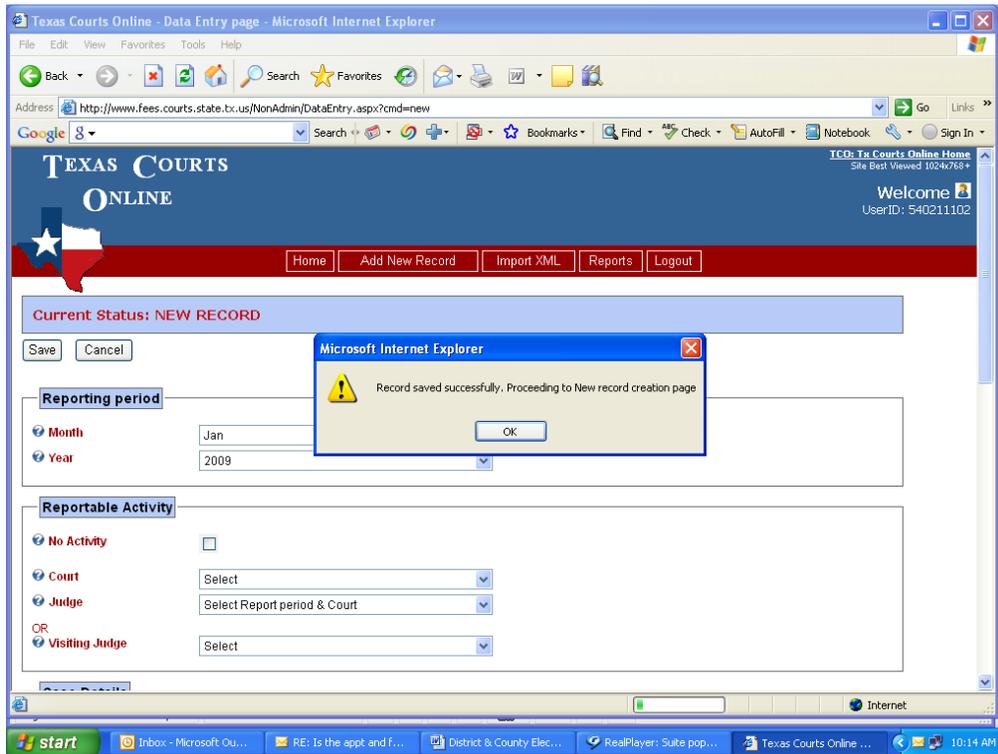
2. Scroll down to the bottom of the page and enter your name in the **Prepared By** field.



The screenshot shows the Texas Courts Online Data Entry page in Microsoft Internet Explorer, scrolled down to the "Miscellaneous" section. The "Prepared By" field is filled with "John Doe" and the "Date Prepared" field is filled with "02/11/2009". The "Fee details" section is also visible, with fields for "Approval Date", "Fee Source", "Fee Type", and "Amount Approved". The "Last Name", "Suffix", "Position", and "Type" fields are also visible at the top of the form.

Appointments and Fees Reports

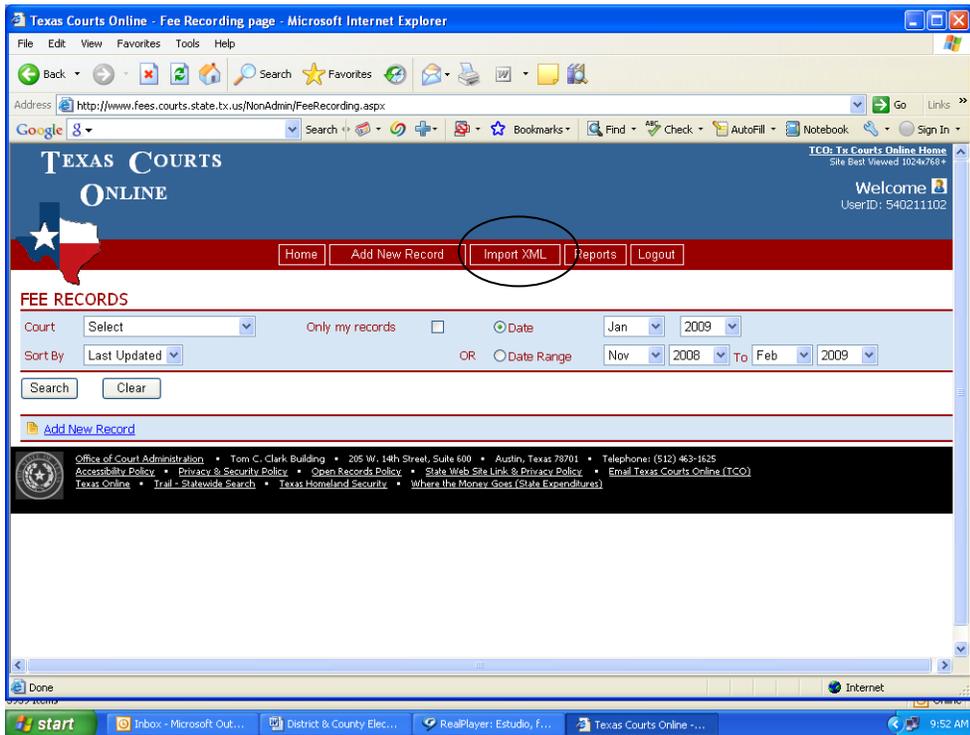
3. Press **Save**. You should see a message that the record was saved successfully. If there are errors in the record that you entered, the system will prompt you to correct them.



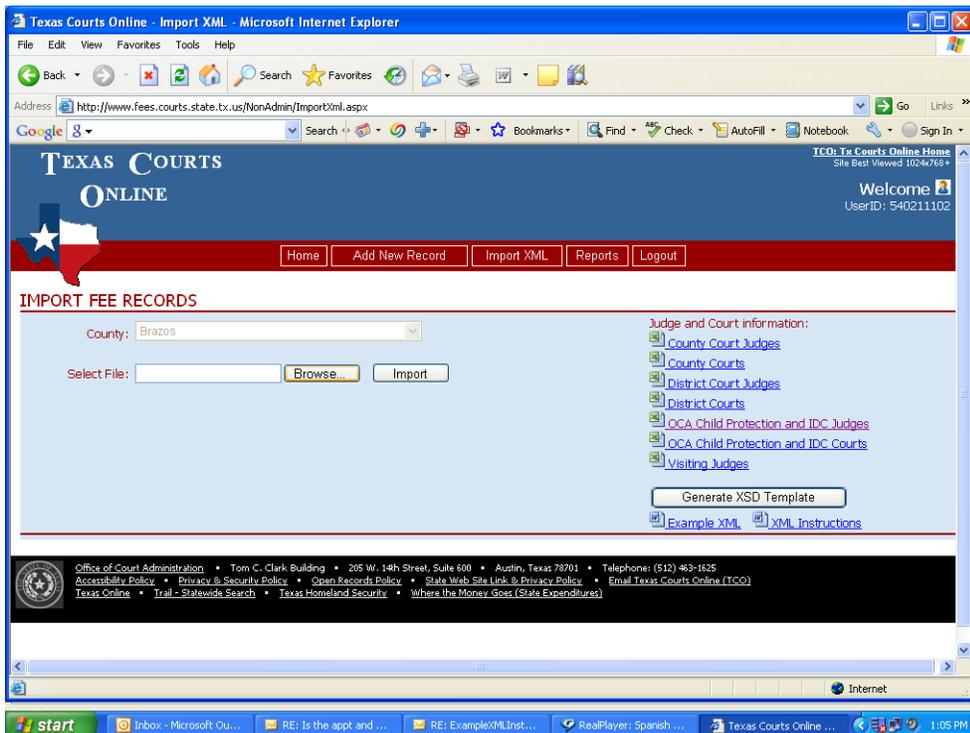
4. You may log out of the system. Your report is finished.

Uploading an XML File

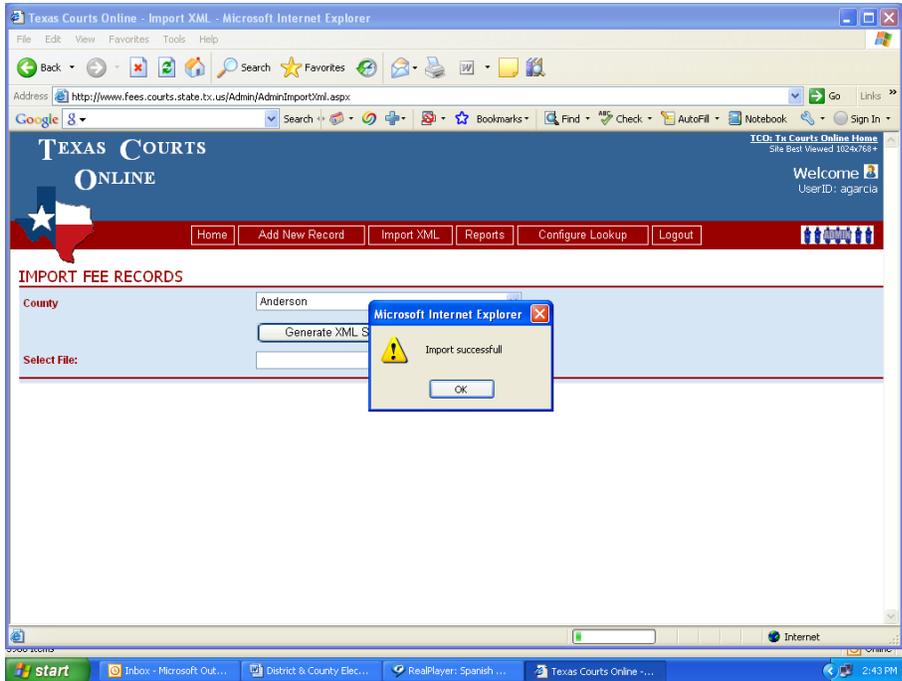
1. Select the **Import XML** button.



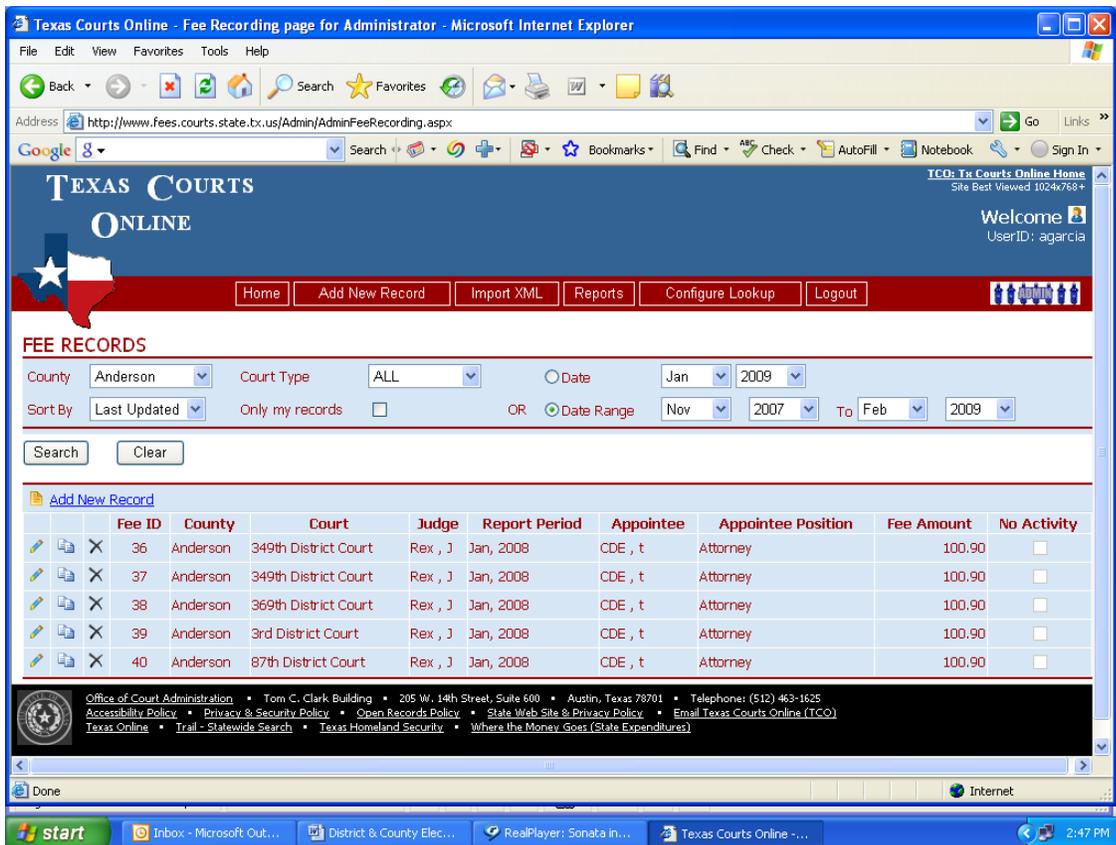
2. Press the **Browse** button to locate your XML file.



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.

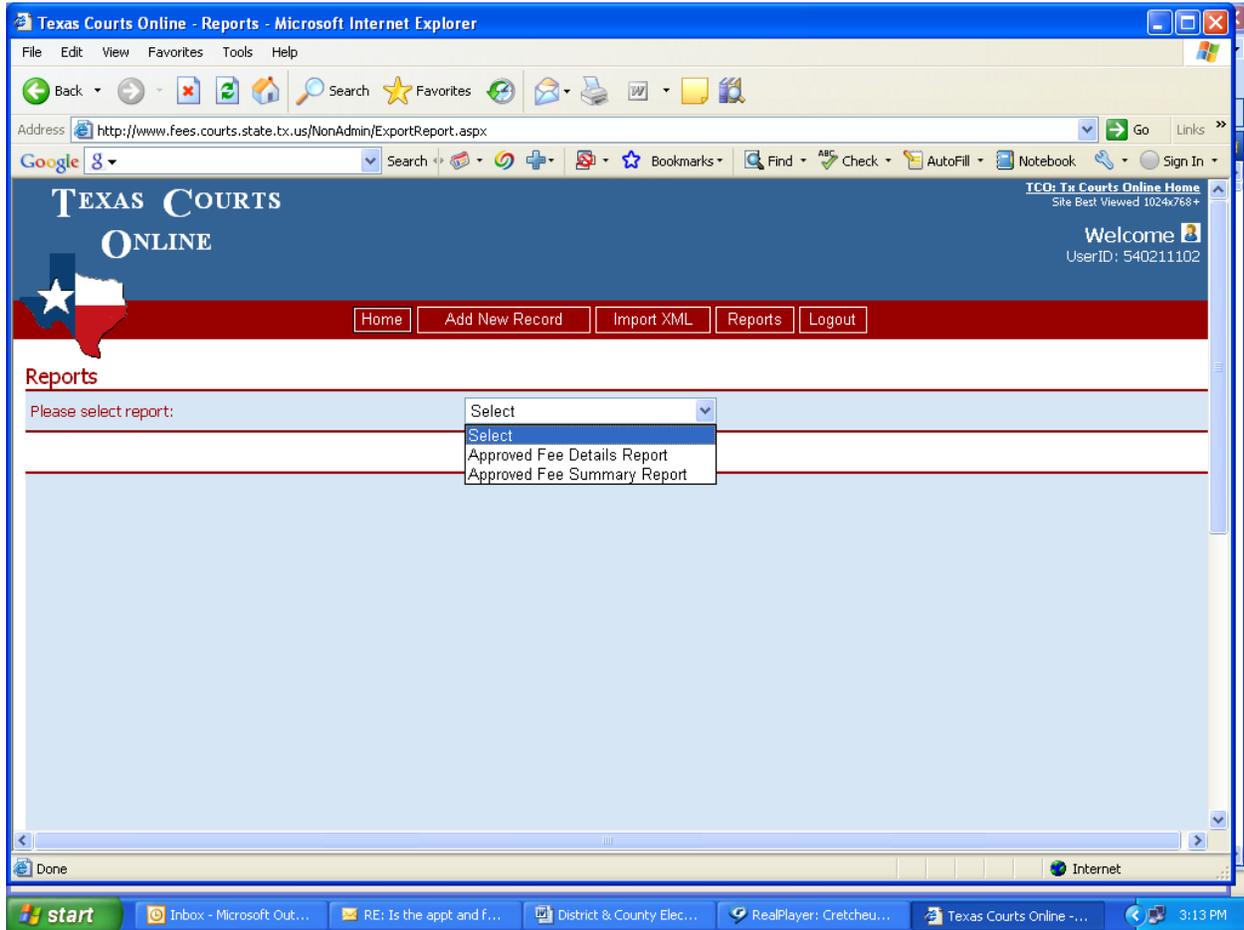
2. Select the pencil icon  next to the desired report.
3. Edit the selected record, then press **Save**.

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, ServiceDesk@txcourts.gov

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

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

Instructions for completing the Appointments and Fees reports are available at:

<http://www.txcourts.gov/statistics/appointments-fees-in-civil-cases.aspx>.

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.