Supreme Court Appointments and Fees Report

Presented by:
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Office of Court Administration (OCA)

Reporting Requirements

- The report is mandated by:
  - Supreme Court Order 07-9188
  - Texas Government Code Section 71.035(b)

Reporting Requirements

- Due by 20th of month
- Clerk must submit report for **EACH** court each month
- Must submit report <u>even if there was no activity to report</u> ("no activity" report)
- Must report <u>online</u> unless a waiver has been obtained from OCA

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Reporting Requirements

- Report each fee of $500 or more approved for court appointees in <u>civil</u> (including family, probate, guardianship) cases

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Reporting Requirements

- Optional to report:
  - Fees of less than $500
  - In a single case, multiple fees of less than $500 which are approved separately, either over several months or within the same month, even if overall total is $500 or more
  - Multiple fees of less than $500 approved for payment to an appointee for service in several different cases even if overall total is $500 or more

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Reporting Requirements

- Do not report:
  - cases in which a party has the right to select the appointee
  - appointee compensated solely by government salary
  - appointee serves in a non-judicial capacity
  - criminal or juvenile cases

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Reporting Requirements

- For each appointment and fee paid:
  - Name of judge/magistrate signing order
  - Name of court
  - Case number and style of case
  - Name of person or entity appointed – must include State Bar number if attorney
  - Position to which appointed…..

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Examples of Appointed Positions

- Ad litem
- Amicus attorney
- Attorney ad litem
- Guardian ad litem
- Administrator
- Appraiser
- Arbitrator
- Attorney
- Certified Public Accountant
- Commissioner
- Court Visitor
- Doctor
- Executor
- Friend of the Court
- Guardian
- Permanent Guardian
- Temporary Guardian
- Hearing Officer
- Interpreter
- Investigator
- Master
- Master in Chancery
- Mediator
- Personal Representative
- Physician
- Receiver
- Referee
- Social Worker
- Trustee
- Trustee Bank

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Reporting Requirements

- Relationship to ward or deceased, if applicable
- Date of approval of fee/date fee paid
- Source of fees
- Fee type (optional)
- Amount of fee

SOURCE OF FEES

Managing Conservator
Possessory Conservator
County
Defendant
Estate
Named Person *(i.e., individual identified by name)*
The Parties
Plaintiff
Registry of the Court
State
Trust
Trustee

TYPES OF FEES

Attorneys fees:

- *For serving as an appointee*
- *For serving as attorney when serving as court appointee*

Compensation for fiduciary services
Eminent domain commissioner fees
Mediator fees
Trustee's fees

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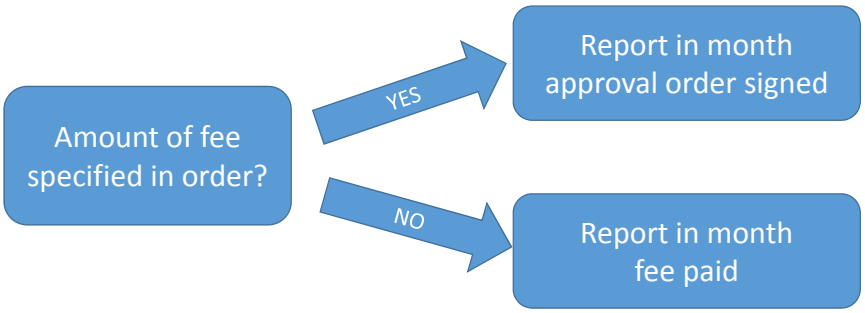
Reporting Requirements

- When to report fee



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Reporting Requirements

- Must make report available for public inspection
- Must retain each report for at least 2 years following date it was made available for public inspection

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Online Entry of Reports

- Enter at **http://card.txcourts.gov**
- Same Login ID and password used for Monthly Court Activity Report
- 2 options:
  - Entering manually into database
  - Uploading a file (XML)

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Online Entry of Reports

- All appointments and fees records may be entered under just one user ID for each court level
- Combination clerks need to submit reports for the district courts using the user ID associated with the district courts and separate reports for the county court using the user ID associated with the county court.

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Online Entry of Reports

- For example: Briscoe County, Combination Clerk
  - Submits Monthly Court Activity Reports using one login ID for the constitutional court activity and another login ID for the district court activity
  - Will submit the Appointments and Fees reports using the same and separate login ID's for those court levels

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Online Entry of Reports

- Clerks that report separately for multiple county courts at law and/or district courts may enter the reports under one ID for each court level
  - Submit reports for the district courts using one user ID associated with the district court(s) and;
  - Submit reports for the county courts at law using one user ID associated with the county-level court

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Online Entry of Reports

- For example: Bowie County District Clerk
  - Submits separate monthly court activity reports for the 5th, 102nd and 202nd district courts
  - May choose any 1 of the 3 login IDs used for submission of the District Court Activity Reports to submit the appointments & fees reports for each of the 3 district courts
  - Also submits monthly activity reports for county court at law activity so would need to login using that login ID to report activity for that court level

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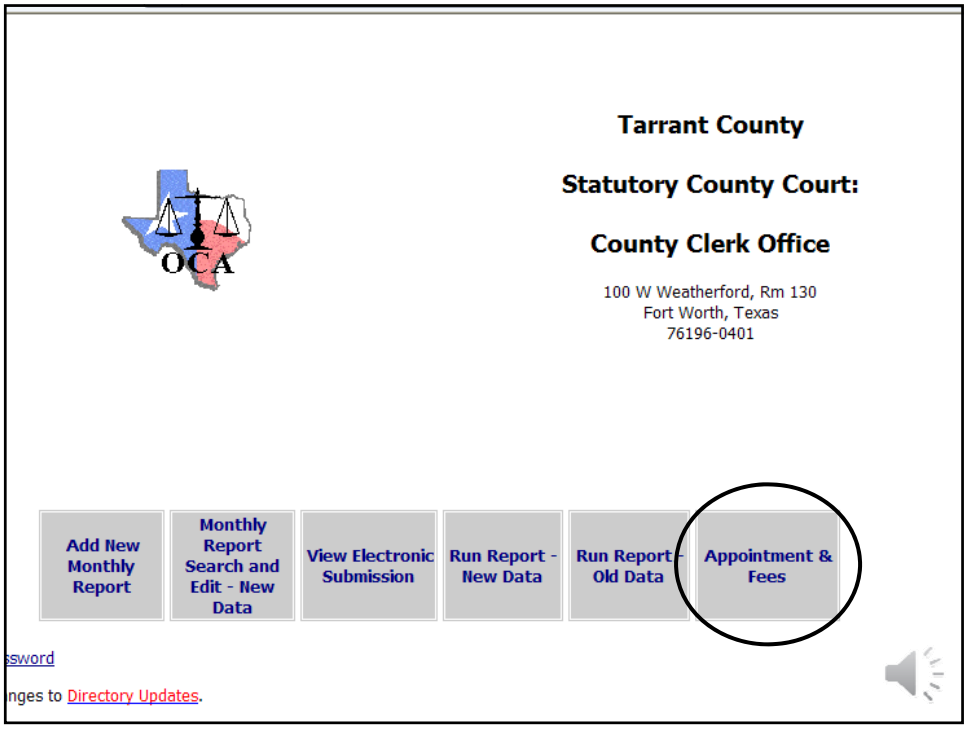
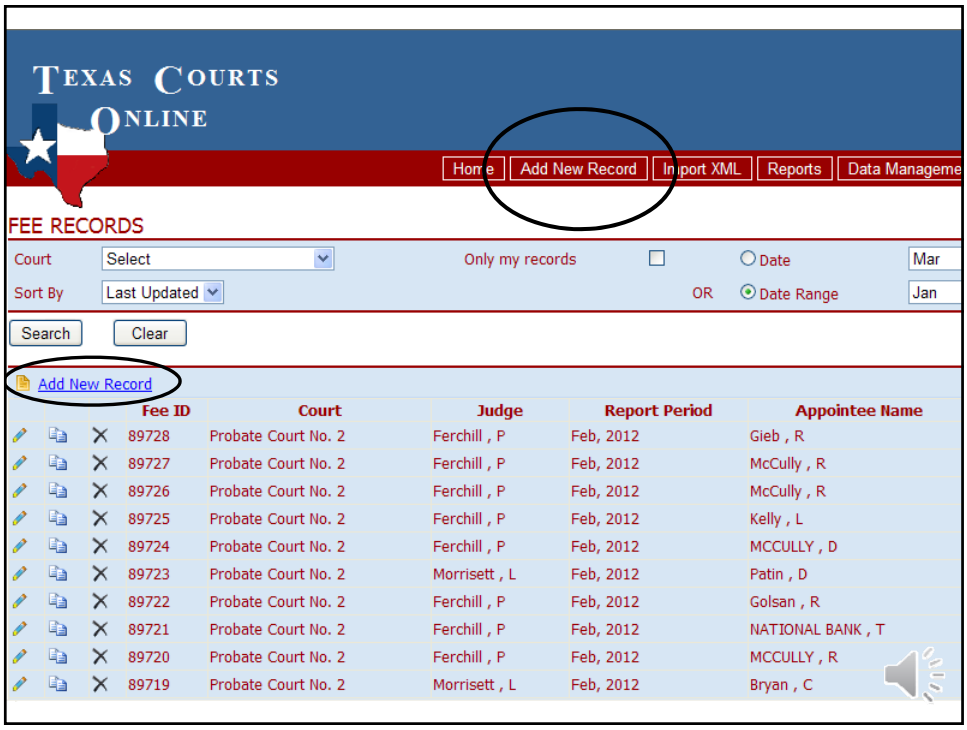
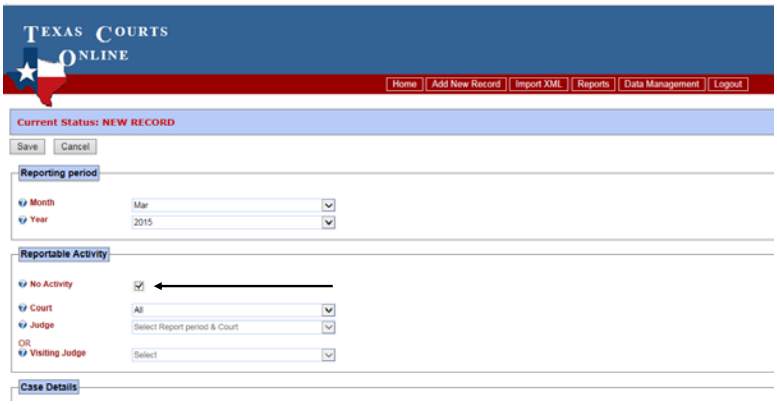

Tarrant County
Statutory County Court:
County Clerk Office
100 W Weatherford, Rm 130
Fort Worth, Texas
76196-0401
OCA
Add New Monthly Report
Monthly Report Search and Edit - New Data
View Electronic Submission
Run Report - New Data
Run Report - Old Data
Appointment & Fees
sword
nges to Directory Updates.


TEXAS COURTS ONLINE
Home
Add New Record
Import XML
Reports
Data Manageme
FEE RECORDS
Court
Select
Only my records
Date
Mar
Sort By
Last Updated
OR
Date Range
Jan
Search
Clear
Add New Record
Fee ID
Court
Judge
Report Period
Appointee Name
89728 Probate Court No. 2 Ferchill , P Feb, 2012 Gieb , R
89727 Probate Court No. 2 Ferchill , P Feb, 2012 McCully , R
89726 Probate Court No. 2 Ferchill , P Feb, 2012 McCully , R
89725 Probate Court No. 2 Ferchill , P Feb, 2012 Kelly , L
89724 Probate Court No. 2 Ferchill , P Feb, 2012 MCCULLY , D
89723 Probate Court No. 2 Morrisett , L Feb, 2012 Patin , D
89722 Probate Court No. 2 Ferchill , P Feb, 2012 Golsan , R
89721 Probate Court No. 2 Ferchill , P Feb, 2012 NATIONAL BANK , T
89720 Probate Court No. 2 Ferchill , P Feb, 2012 MCCULLY , R
89719 Probate Court No. 2 Morrisett , L Feb, 2012 Bryan , C

Manually Entering a Report

- No Activity Report



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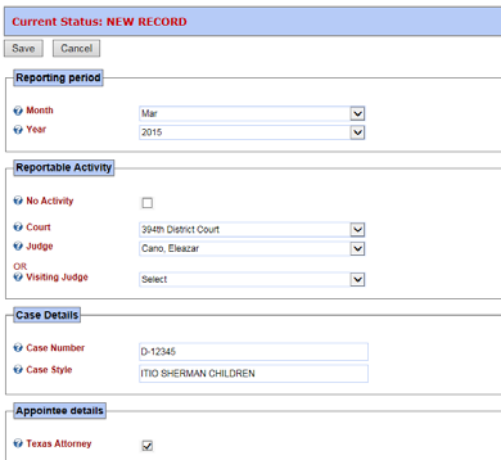
Manually Entering a Report

- Reporting appointments



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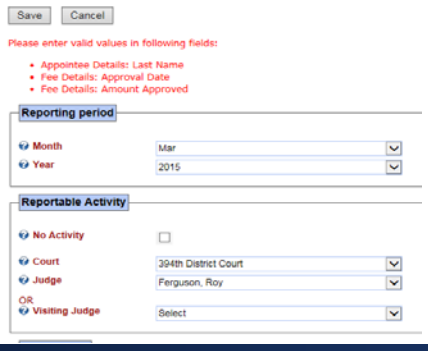
Manually Entering a Report

- Hints:
  - Judge – if not listed contact our office
  - Case Style – abbreviate when possible
  - Texas Attorney and Texas Bar Number – if you place a check in the box next to Texas Attorney and enter the Texas Bar Number, the First Name, Middle Name and Last Name will automatically populate
  - Relationship to Ward or Deceased – choose "not applicable" if information not available
  - Fee Type - choose "not applicable" if information not available
  - Date Prepared – automatically populates with the date you are submitting the report

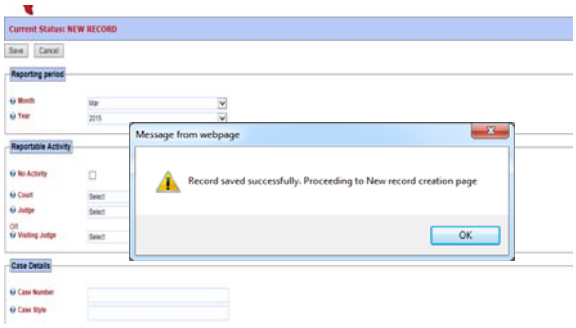
Manually Entering a Report

- If the required fields are not completed, you will receive a message in **RED** indicating the fields that need to be corrected
- Once corrected click on Save



Manually Entering a Report

- Once you click on Save and are finished with either a no activity report or reporting an appointment, the system will provide a "saved successfully" message and automatically give you the opportunity to add another appointment



Uploading a Report

- File must be formatted properly and have all critical information to successfully upload
- Refer to website for
  - XML File Instructions
  - XML File Examples

Uploading a Report

- Run report from your case management system
- XML file gets generated from your case management software and saved somewhere on your computer/network
- If you do not know where XML file stored on your computer, you will need to contact your vendor or local IT staff for assistance

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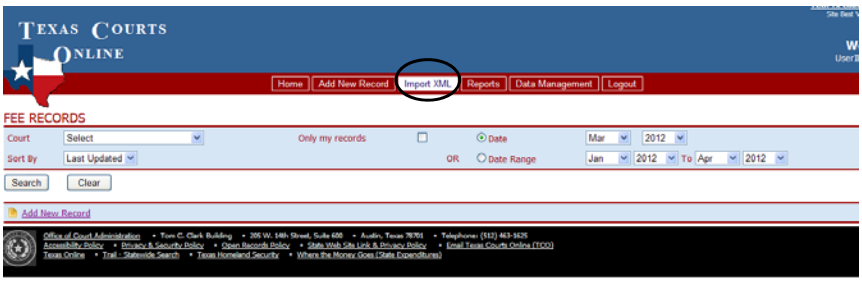
Uploading a Report

- Select ***Import XML***



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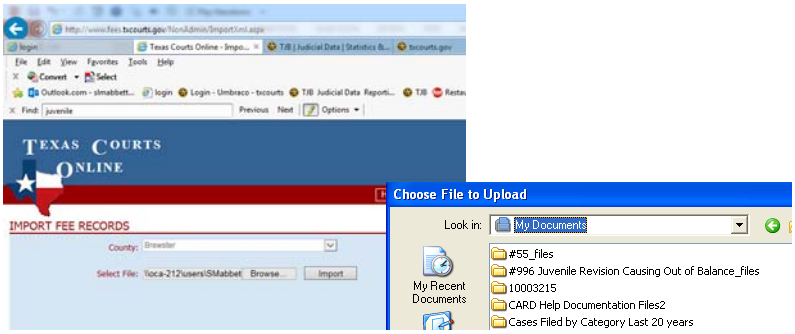
Uploading a Report

- Press Browse button to locate your XML file



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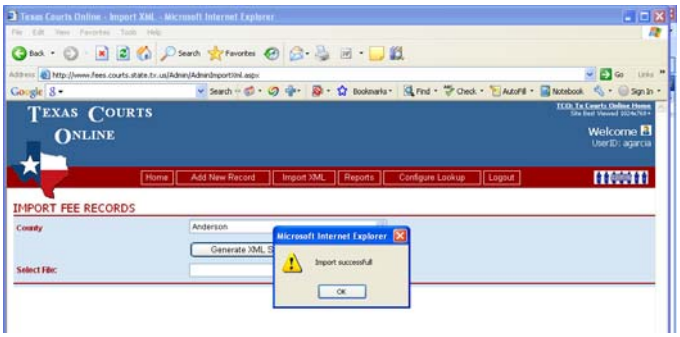
Uploading a Report

- Press the **Import** button and note whether the import was successful



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Uploading a Report

- XML file that is not properly formatted/ missing critical information will not upload and an error message will be received
- Vendor/local IT staff must correct the file

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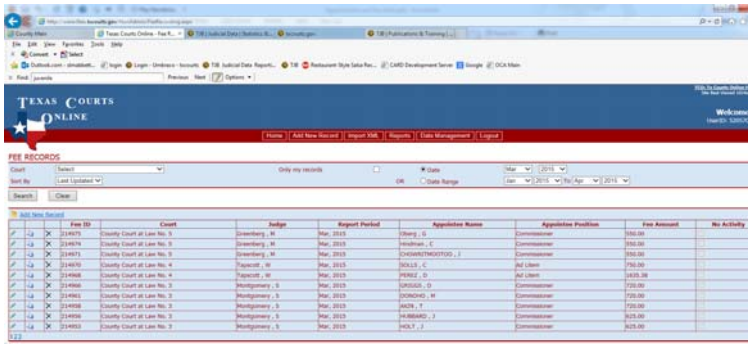
Uploading a Report

- Imported records should appear when you return to your Home page



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Edit, Copy or Delete Records

- Records entered manually or by XML may be edited, copied, or deleted
- Search for the desired record(s) by using the Court, Date, Date Range, Sort by and Only My Records options
- A list of the reports meeting the selected criteria will appear

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Edit, Copy or Delete Records

- If you wish to upload a new report to replace one that has already been uploaded, you **MUST** first delete all the records that were contained in the uploaded report
- A newly uploaded file does not overwrite or correct previously loaded information
- To delete or correct previously entered information, you must do it manually

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Edit, Copy or Delete Records

- To edit a record, select the Pencil icon
- To copy a record, select the Copy icon
- To delete a record, select the X icon

			Fee ID	Court
			89728	Probate Court No. 2
			89727	Probate Court No. 2
			89726	Probate Court No. 2
			89725	Probate Court No. 2

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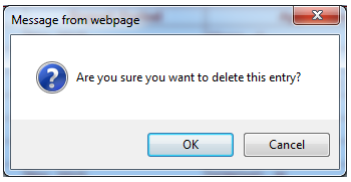
Edit, Copy or Delete Records

- If you choose a record to delete by clicking on the "X" to the left of it, you will receive a message asking if you are sure you want to delete this entry
- If you wish to delete the records select "OK"
- If you aren't sure you want to delete the record select "Cancel"



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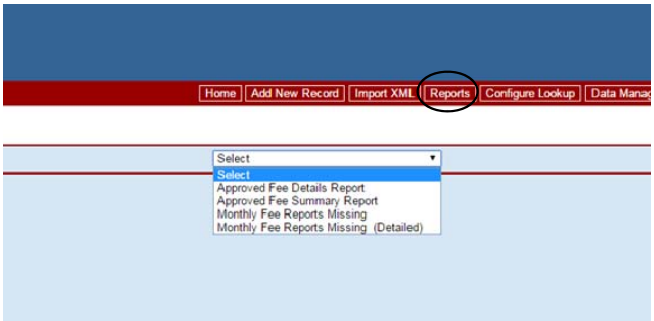
Run Reports

- Select the **Reports** button



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Run Reports

- Approved Fee Details Report
  - Lists each appointment and fee or "no activity" report entered into the database
  - Can be run for a month or series or months, by court level (county or district) or combined, by county or all counties, by specific appointee (by name and/or position), by court or by judge

Approved Fee Details Report

Period: Jan 2015 through Apr 2015

Fee ID	County	Court	Court Type	Report Month	Report Year	Judge	Case Number	Case Style	Attorney	Appointee Bar	Appointee First Name	Appointee Middle Name	Appointee Last Name	Appointee Suffix	Appoin Positi
202424	Floyd	110th District Court	District court	1	2015	Smith , W	4582	STATE OF TEXAS VS. ANTHONY JAMES SANCHEZ	True	24004427	Arthur		Aguilar	Jr.	Attorne
202425	Floyd	110th District Court	District court	1	2015	Smith , W	4548	STATE OF TEXAS VS. AMANDA JEAN WEAST	True	24004427	Arthur		Aguilar	Jr.	Attorne
202508	Floyd	110th District Court	District court	1	2015	Graham , J	10498	ITIO REYES	False		Velma		Solorzano		Attorne

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Run Reports

- Approved Fee Summary Report
  - Lists total fees paid by county and court level

Approved Fee Summary Report

Period: Jan 2014 through Apr 2015

By County:

County	Court Type	Fees Approved
⊞ Anderson		0.00
⊟ Andrews		4,250.00
	Constitutional Court	0.00
	District court	4,250.00
⊞ Angelina		59,580.00
⊟ Aransas		27,921.04
	Court at Law	21,943.00
	District court	5,978.04
⊟ Archer		0.00
	Constitutional Court	0.00

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Run Reports

- Approved Fee Summary Report
  - Also lists fees approved by Appointee Position and by Fee Source

By Appointee Position:

Description	Fees Approved
Ad Litem	14,435,232.59
Administrator	3,115,892.60
Amicus Attorney	3,996,308.47
Appraiser	1,205.00
Arbitrator	9,116.50
Attorney	5,837,045.76
Attorney ad litem	17,176,442.92
Certified Public Accountant	5,706.00
Commissioner	1,639,764.25
Court Visitor	5,611.97
Doctor	12,719.00
Executor	65,252.77
Guardian	8,840,050.50
Guardian ad litem	14,993,128.92
Interpreter	6,469.00
Investigator	35,774.99

By Fee Source:

Description	Fees Approved
Applicant	358,361.88
County	29,331,993.04
Defendant	4,235,230.68
Estate	17,675,686.16
General Fund	9,017,386.01
Insurance	325,453.48
Managing Conservator	2,255.00
Named Person	186,394.47
Other	1,407,927.79
Plaintiff	6,409,844.63
Registry of the Court	618,356.13
State	769,598.05
The Parties	6,533,130.51
Trust	7,324,447.98
Trustee	484,374.75
Unknown	534,565.53
Total	85,215,006.09

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Run Reports

- Monthly Fee Reports Missing
  - For each county, indicates if a report has been received for a particular month for the district courts or for the county courts
  - # indicates that month is missing

Monthly Fee Reports Missing - District Courts

Reports Missing

Fiscal Year: 2015 (Sep 2014 to Aug 2015)

No.	County	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Anderson	#	#	#	#	#	#	#	#	#	#	#	#
2	Andrews								#	#	#	#	#
3	Angelina	#	#	#	#	#	#	#	#	#	#	#	#
4	Aransas	#	#				#		#	#	#	#	#
5	Archer	#	#	#	#	#	#	#	#	#	#	#	#

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Run Reports

- Monthly Fee Reports Missing (Detailed)
  - For each county and court, indicates if a report has been received for a particular month for the district courts or for the county courts
  - # indicates that month is missing

Monthly Fee Reports Missing - County Courts

Reports Missing

Fiscal Year: 2015 (Sep 2014 to Aug 2015)

No.	County	Court	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Anderson	County Court	#	#	#	#	#	#	#					
2	Anderson	County Court at Law	#	#	#	#	#	#	#					
3	Andrews	County Court												
4	Angelina	County Court	#	#	#	#	#	#	#					

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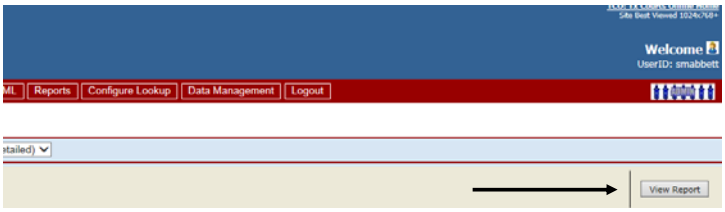
Run Reports

- Once you have selected the desired criteria then:
  - Press the **View Report** button



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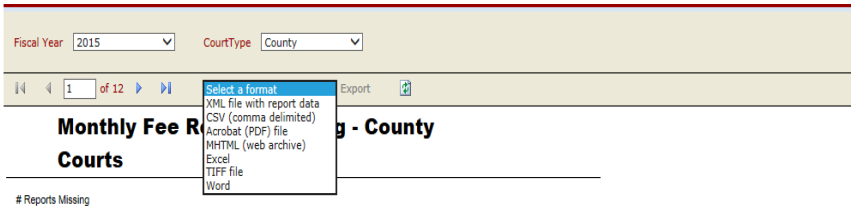
Run Reports

- Export the report results into the desired format (XML, comma delimited file, TIFF, Adobe pdf, or Excel)



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Questions?

Sandy Mabbett, Judicial Information Analyst
(512) 463-1640 or
Sandra.Mabbett@txcourts.gov

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