

Appointments and Fees



OFFICE *of* COURT ADMINISTRATION



Reporting Requirements



Senate Bill 1369, 84th Legislative Session



Chapter 36, Government Code

- ☛ Applies to all courts in the state
- ☛ Effective September 1, 2016
- ☛ First report due October 2016

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Reporting Requirements

Report **all appointments** of and **any fees** paid to

- ✓ attorney ad litem
- ✓ guardian ad litem
- ✓ competency evaluator*
- ✓ guardian
- ✓ mediator

in any type of case

*Competency evaluator: "physician or psychologist who performs examinations to determine whether an individual is incapacitated or has an intellectual disability for purposes of appointing a guardian for the individual."

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Exclusions

- ✗ Mediation conducted by an **alternative dispute resolution system**
- ✗ Appointment under **domestic relations office**



- ✗ Appointment under **program for volunteer advocates** in child protection cases
- ✗ Any information made **confidential under state or federal law**, including applicable rules (e.g., judicial bypass cases)



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2 Reports Required for Each Court Each Month



Reports must be submitted for

**each court
each month**

on

- 1) **all appointments** made during month &
- 2) **all fees** approved/payments made during month

REGARDLESS OF THE AMOUNT OF THE FEE

and

EVEN IF THERE WAS NO ACTIVITY

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Reporting Requirements

Most municipal and justice courts will



Submit **no activity** reports all or a majority of the time



If have activity to report, will most likely be appointment of guardian ad litem, attorney or mediator in a **truancy** case

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Reporting Requirements

For each appointment made or fee paid:

- ✓ Name of judge/magistrate signing order
- ✓ 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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Reporting Requirements

- ✓ Relationship to ward or deceased, if applicable
- ✓ Date of appointment or approval of fee
- ✓ Source of fees
- ✓ Amount of fee, if any

\$ If payment greater than **\$1,000** report, also include



number of hours billed &



billed expenses

if the info is available to the court

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Collecting Required Information



Judges/clerks need to locally determine specifics about how information is to be obtained



Recommend that:

- ✓ Each appointment be made by written order or similar process to document the appointment
- ✓ Each approval of payment to made by separate order or similar process

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Penalty



Any court failing to provide clerk information required for the report is ineligible for grant money awarded by the state or a state agency for the next fiscal biennium



beginning September 1, 2017

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Reporting Requirements



Report due **15th** of each month to OCA



Must also post in courthouse by **15th** of the month



And on website of the court by **15th** of the month

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Report Submission



Submit **online** at **card.txcourts.gov** unless have received waiver from OCA



Enter manually into database OR



Upload a file (xml)



Use **same log in** information you use for Monthly Court Activity Reports



Reports must be submitted for **each court even if no activity**

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

Build Version 1.1.5975.24901 Last Login: 8/16/2016 8:30:16 AM [Home](#) [Logout](#) [Help](#)

Calhoun County
Justice of the Peace:
Precinct 5 Place 1

P.O. Box 454
Port O'Connor, Texas
77962-0454

September 2015	Criminal	Civil	Juvenile	Additional
October 2015	Criminal	Civil	Juvenile	Additional
November 2015	Criminal	Civil	Juvenile	Additional
December 2015	Criminal	Civil	Juvenile	Additional
January 2016	Criminal	Civil	Juvenile	Additional

Note: Any link highlighted in red above indicates that the report has errors that must be corrected.

[Add New Monthly Report](#) [Monthly Report Search and Edit - New Data](#) [View Electronic Submission](#) [Run Report - New Data](#) [Run Report - Old Data](#) [Appointments & Fees](#)

To change your password, click here: [Change Password](#)

To update directory information, please email changes to [Directory Updates](#).

If you have any concerns or questions about your report, please email the [Reporting Section](#), or call (512) 463-1625.

To Enter a Report Manually

TEXAS COURTS ONLINE

[Home](#) [Add New Record](#) [Import XML](#)

FEE RECORDS

Court: Only my records:

Sort By: OR OR

[Add New Record](#)

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



Reporting an Appointment or Fee

Current Status: NEW RECORD

Save Cancel

Reporting period

Month Apr
Year 2016

Reportable Activity

Type of Activity Appointment
No Activity
Court Precinct 5 Place 1
Judge Gonzalez, Robert Jr.
OR
Visiting Judge Select

Case Details

Case Number 16-1254
Case Style IN THE MATTER OF JKS, A CHILD

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Reporting "No Activity"

Current Status: NEW RECORD

Save Cancel

Reporting period

Month Apr
Year 2016

Reportable Activity

Type of Activity Fees
No Activity
Court Precinct 5 Place 1
Judge Select Report period, County & Court
OR
Visiting Judge Select

Case Details

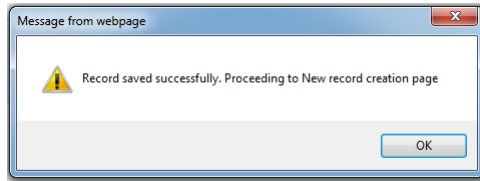
Case Number disabled
Case Style disabled

Check the box

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Successful Manual Entry



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Failed Manual Entry

Current Status: NEW RECORD

Save Cancel

Please enter valid values in following fields:

- Reportable Activity: Judge OR Visiting Judge
- Fee Details: Approval Date

Reporting period

Month May
Year 2016

Reportable Activity

Type of Activity Fees
No Activity
Court Precinct 5 Place 1
Judge Select
OR
Visiting Judge Select

Case Details

Case Number 16-2345
Case Style IN THE MATTER OF JKs, A CHILD

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To Upload an XML File



Your vendor/IT staff need to create program to generate XML file from case management system



For information on XML instructions, send email to JudInfo@txcourts.gov

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To Upload an XML File

The screenshot shows the 'TEXAS COURTS ONLINE' header with a navigation menu containing 'Home', 'Add New Record', 'Import XML', and 'Reports'. The 'Import XML' link is circled in red. Below the header is a 'FEE RECORDS' section with a search form. The search form includes a 'Court' dropdown menu (set to 'Select'), a checkbox for 'Only my records', a radio button for 'Date', and a 'Sort By' dropdown menu (set to 'Last Updated'). There are also radio buttons for 'OR' and 'Date Range', and 'Search' and 'Clear' buttons. At the bottom of the search form is an 'Add New Record' link.

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To Upload an XML File

TEXAS COURTS
ONLINE

IMPORT FEE RECORDS

County: Calhoun

Select File: Choose File | No file chosen

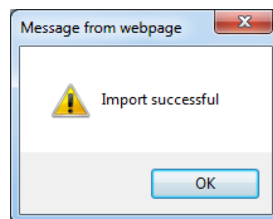
Import

- ➔ Find the file stored on your computer
- ➔ Select Import

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Successful XML Upload



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Failed Import of XML File

The screenshot shows the 'IMPORT FEE RECORDS' interface. At the top, there is a navigation bar with 'Texas Courts ONLINE' and links for Home, Add New Record, Import XML, Reports, Data Management, and Logout. Below this, the 'County' is set to 'Moore'. There is a 'Select File:' field with 'Browse...' and 'Import' buttons. An error message is displayed, stating: 'Validation failed when comparing with XSD file. CASE_NUMBER is a required XML element. Please check your XML file and verify that all CASE_NUMBER elements have data. Following is the system generated error message: The 'CASE_NUMBER' element is invalid - The value ' ' is invalid according to its datatype 'String' - The actual length is less than the Min.length value.'

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Appointments and Fees Webpage

www.txcourts.gov

The screenshot shows the 'Judicial Data' dropdown menu on the Texas Courts Online website. The menu items are: Home, Courts, Rules & Forms, Organizations, Publications & Training, Programs & Services, and Judicial Data. The 'Judicial Data' item is circled in red. Below the navigation bar, there are two columns of links. The left column includes 'Judicial Data' (circled in red), 'eFile', 'Judicial Directory', 'Open Records Policy', 'Reporting to OCA' (circled in red), and 'Statistics & Other Data'. The right column is titled 'REPORTING TO OCA HOME' and includes a list of links: 'Appointments and Fees' (circled in red), 'Change in Municipal Judge or Clerk', 'Collection Improvement Program', 'Court Closures & Reopenings', 'Court Security Incidents', 'eFiling Transaction Fee Certification', 'Guardianship Reporting Requirements', 'Judicial Bypass Cases', 'Judicial Council Trial Court Activity Reports', 'Jury Charges & Sentences in Capital Cases', 'Other Resources', and 'Vexatious Litigants'.

Appointments and Fees Webpage

<http://www.txcourts.gov/reporting-to-oca/appointments-and-fees/>

Appointments and Fees

Home / Judicial Data / Reporting / Appointments and Fees

APPOINTMENTS AND FEES HOME

[District & County](#)
[Justice, Municipal & Appellate](#)
[Sample Forms](#)
[Appointments and Fees - Old](#)

Reporting Instructions & Other Resources

District and County Courts

- [September 2016 and later](#)
- [Prior to September 2016](#)

Justice, Municipal and Appellate Courts

Reports Received

[Appointments and Fees Reports](#)

Appointments and Fees

Home / Judicial Data / Reporting / Appointments and Fees / Justice, Municipal & Appellate

APPOINTMENTS AND FEES HOME

[District & County](#)
[Justice, Municipal & Appellate](#)
[Sample Forms](#)
[Appointments and Fees - Old](#)

JUSTICE, MUNICIPAL & APPELLATE

Justice, Municipal and Appellate Courts

[Report Instructions](#)

[Instructions for Reporting Database](#)

Checklist of information needed to enable clerks to prepare the reports [pdf](#) [Word](#)

Spreadsheets/forms to compile information for the report:

- [Appointments](#) [Excel](#) [pdf](#)
- [Fees](#) [Excel](#) [pdf](#)

[Sample Forms](#)

[Frequently Asked Questions](#) [updated 8/26/16](#)

[Webinar](#) | [Handouts](#)

[Presentation Slides](#) [updated 8/26/16](#)

XML Instructions

Send an email to JudInfo@txcourts.gov for information on XML instructions.



Judicial Information Section

JudInfo@txcourts.gov

(512) 463-1625

(512) 463-1865 fax

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