

Online Reporting of Appointments and Fees District and County Courts

Login Information

Log on to the Court Activity Reporting and Directory System: <http://card.txcourts.gov>.

Enter Login ID and password.

What login information do I use?

The Login ID and password are the same ones used to enter the statistics for the monthly court activity report. Reports for the district courts must be entered under the Login ID for the district courts, and reports for the county courts must be entered under the Login ID for the county courts.

For assistance with a Login ID and password, please contact the **Judicial Information Section** at **(512) 463-1625** or JudInfo@txcourts.gov.

Accessing the Database

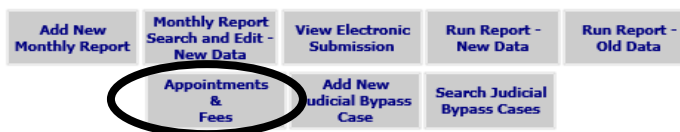
Once you have logged in, select the **Appointments and Fees** button.

Statutory County Court:

County Court at Law

September 2015					Family			
October 2015					Family			
November 2015					Family			
December 2015					Family			
January 2016					Family			

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



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

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

Entering Reports Manually

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

The screenshot shows the Texas Courts Online homepage. At the top, there is a navigation bar with a Texas state logo and the text 'ONLINE'. Below this, a red navigation bar contains several buttons: 'Home', 'Add New Record', 'Import XML', 'Reports', 'Data Management', and 'Logout'. The 'Add New Record' button is circled in red. Below the navigation bar, there is a section titled 'FEE RECORDS'. This section contains several dropdown menus for 'Court', 'Date', 'Sort By', and 'Date Range'. There are also 'Search' and 'Clear' buttons. At the bottom of this section, the 'Add New Record' button is circled in red.

2. Select the **Month** and **Year** for which you are submitting a report and choose the **Type of Activity**.

The screenshot shows the 'Add New Record' form. At the top, there is a navigation bar with the Texas state logo and the text 'TEXAS COURTS ONLINE'. Below this, a red navigation bar contains several buttons: 'Home', 'Add New Record', 'Import XML', 'Reports', 'Data Management', and 'Logout'. Below the navigation bar, there is a section titled 'Current Status: NEW RECORD'. This section contains several buttons: 'Save' and 'Cancel'. Below this, there is a section titled 'Reporting period'. This section contains two dropdown menus: 'Month' (set to 'May') and 'Year' (set to '2016'). Below this, there is a section titled 'Reportable Activity'. This section contains a dropdown menu for 'Type of Activity' (set to 'Appointment') and a checkbox for 'No Activity' (unchecked).

“No Activity Report”

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

The screenshot shows the 'Add New Record' form. At the top, there is a navigation bar with the Texas state logo and the text 'TEXAS COURTS ONLINE'. Below this, a red navigation bar contains several buttons: 'Home', 'Add New Record', 'Import XML', 'Reports', 'Data Management', and 'Logout'. Below the navigation bar, there is a section titled 'Current Status: NEW RECORD'. This section contains several buttons: 'Save' and 'Cancel'. Below this, there is a section titled 'Reporting period'. This section contains two dropdown menus: 'Month' (set to 'May') and 'Year' (set to '2016'). Below this, there is a section titled 'Reportable Activity'. This section contains a dropdown menu for 'Type of Activity' (set to 'Appointment') and a checkbox for 'No Activity' (checked). Below this, there are dropdown menus for 'Court' (set to 'All'), 'Judge' (set to 'Select Report period & Court'), and 'Visiting Judge' (set to 'Select'). Below this, there is a section titled 'Case Details'.

The screenshot shows the 'Add New Record' form. At the top, there is a navigation bar with the Texas state logo and the text 'TEXAS COURTS ONLINE'. Below this, a red navigation bar contains several buttons: 'Home', 'Add New Record', 'Import XML', 'Reports', 'Data Management', and 'Logout'. Below the navigation bar, there is a section titled 'Current Status: NEW RECORD'. This section contains several buttons: 'Save' and 'Cancel'. Below this, there is a section titled 'Reporting period'. This section contains two dropdown menus: 'Month' (set to 'May') and 'Year' (set to '2016'). Below this, there is a section titled 'Reportable Activity'. This section contains a dropdown menu for 'Type of Activity' (set to 'Fees') and a checkbox for 'No Activity' (checked). Below this, there are dropdown menus for 'Court' (set to 'All'), 'Judge' (set to 'Select Report period & Court'), and 'Visiting Judge' (set to 'Select'). Below this, there is a section titled 'Case Details'.

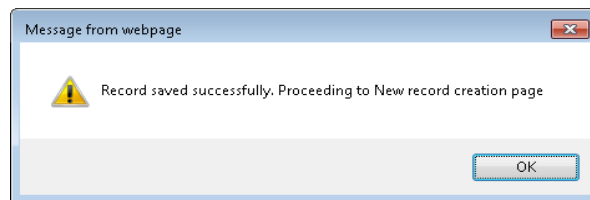
To report no activity for **all** district courts or **all** county courts in the county, select **All** in the **Court** dropdown box.

To report no activity for **one** district court or **one** county court, select the court's name from the **Court** dropdown box.

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

The screenshot shows a web form with a blue header bar containing the text "Miscellaneous". Below the header, there are two input fields: "Prepared By" with the value "John Doe" and "Date Prepared" with the value "02/11/2009". At the bottom of the form are two buttons: "Save" and "Cancel". Below the form is a footer with the Texas state seal and the following text: "Office of Court Administration • Tom C. Clark Building • 205 W. 14th Street, Suite 600 • Austin, Texas 78701 • Telephone: (512) 463-1625". Below this are several links: "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", and "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.

Appointment or Fees Report

1. Select **Appointment** or **Fees** as the **Type of Activity**.

The image shows two side-by-side screenshots of the reporting form. The left screenshot shows the "Reporting period" section with "Month" set to "May" and "Year" set to "2016". Below that is the "Reportable Activity" section with "Type of Activity" set to "Appointment". The right screenshot shows the same "Reporting period" section with "Month" set to "May" and "Year" set to "2016". Below that is the "Reportable Activity" section with "Type of Activity" set to "Fees".

2. Enter all information related to the appointment or fee.

Notes:

- **Judge or Visiting Judge:** If you do not see the judge you wish to select listed in the dropdown box, contact Judicial Information staff to have the judge added.

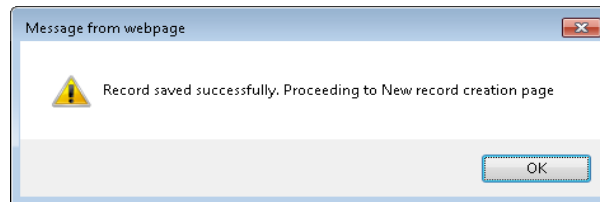
- **Name of Person Appointed**

➤ If you click on check box next to **Texas Attorney** and enter a **Texas Bar Number**, the First Name, Middle Name, and Last Name of the person appointed will automatically populate.

Appointee details	
<input checked="" type="checkbox"/> Texas Attorney	<input type="checkbox"/>
<input checked="" type="checkbox"/> Texas Bar Number	00792103
<input checked="" type="checkbox"/> First Name	Kurtis
<input checked="" type="checkbox"/> Middle Name	Scott
<input checked="" type="checkbox"/> Last Name	Rudkin

➤ If the appointee is an entity (e.g., bank, guardianship program), enter the name of the entity in the **Last Name** box.

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.

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

<input checked="" type="checkbox"/> Month	May
<input checked="" type="checkbox"/> Year	2016

4. After the record is saved, a new data entry screen will appear. Continue entering records until all information has been submitted for the month.

*If your next record is similar to one that you entered previously, you might save time by going to the **Home** screen, finding the previously entered record, and selecting the Copy  icon next to that record.*

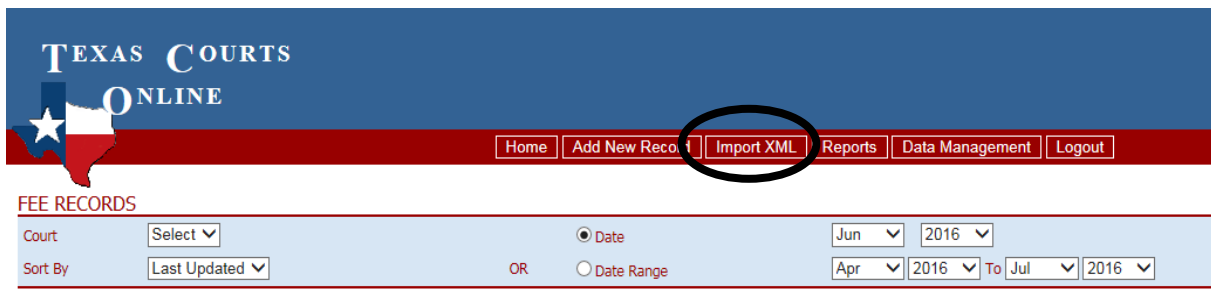
Add New Record				
		Fee ID	Court	Judge
		269685	County Court	Arrington , T
		269541	County Court at Law	Garrett , J
		269538	County Court at Law	Garrett , J

Make any changes to the newly duplicated record, then press **Save**.

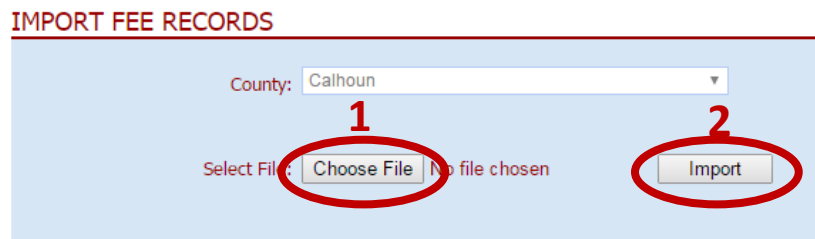
Log out of the system when all records have been entered.

Uploading an XML File

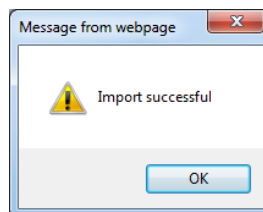
1. Select the **Import XML** button.



2. Press the **Browse** button to locate the XML file saved on your computer then double click on it so that it populates in the browser bar.



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



Your imported records should appear when you return to the Home page. Your report is complete, and you may log out.

FEE RECORDS

County: Anderson | Court Type: ALL | Date: Jan 2009

Sort By: Last Updated | Only my records: OR Date Range: Nov 2007 To Feb 2009

Search [] Clear []

[Add New Record](#)

	Fee ID	County	Court	Judge	Report Period	Appointee	Appointee Position	Fee Amount	No Activity
	36	Anderson	349th District Court	Rex , J	Jan, 2008	CDE , t	Attorney	100.90	<input type="checkbox"/>
	37	Anderson	349th District Court	Rex , J	Jan, 2008	CDE , t	Attorney	100.90	<input type="checkbox"/>
	38	Anderson	369th District Court	Rex , J	Jan, 2008	CDE , t	Attorney	100.90	<input type="checkbox"/>

CAUTION: Every XML file that you upload gets added to the information already in the database. **The newly uploaded information does not overwrite or correct previously loaded information. To correct previously entered information, you must do it manually through the database.**

If you need to delete a large number of records, contact Judicial Information staff.

Editing or Deleting Reports

See note above about attempting to submit corrected information by uploading an XML file.

Edit a Record

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

All records that have been entered into the database for your county that meet the selected criteria will appear unless you select a court.




2. Select the pencil icon next to the desired report to open the report.

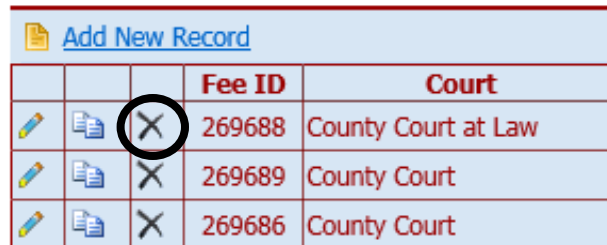
[Add New Record](#)







			Fee ID	Court	Judge
			269688	County Court at Law	Garrett , J
			269689	County Court	Oakley , J
			269686	County Court	---

3. Edit the selected record, then press **Save**.

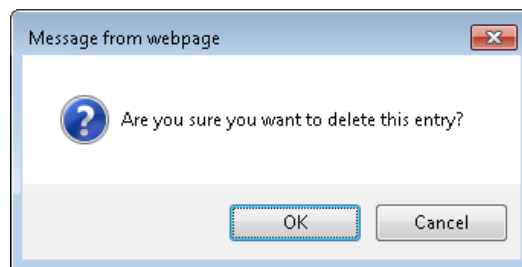
Delete a Record

1. Search for the desired record(s) by using the Court, Date, Date Range, or Sort by options at the top of the reporting screen. A list of the reports meeting the selected criteria will appear.
2. To ensure you are selecting the correct record to delete, you may open the record to view it by clicking on the copy icon  or the pencil icon . Once you have identified the record you wish to delete, select the  icon next to the desired report.



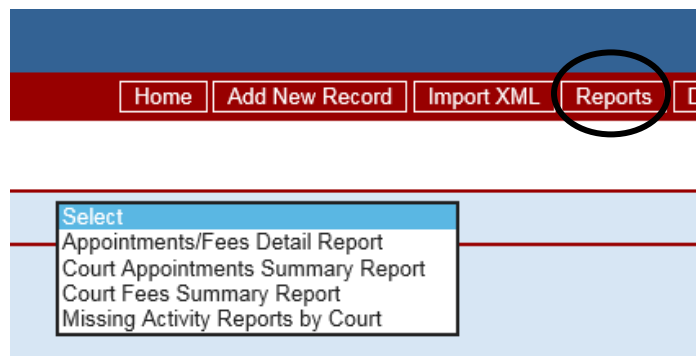
Add New Record		Fee ID	Court
		269688	County Court at Law
		269689	County Court
		269686	County Court

You will receive a message asking you if you are sure to delete this entry. If you are sure, click on OK.



Generating Reports

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



- a. **Appointments/Fees Detail Report:** Lists all information reported into the appointments and fees database. Various criteria may be selected to narrow the report results. To run a report for your courts only, select the appropriate County and Court Level.

Activity Type	All	Court level	All
Month From	Apr	Year From	2016
Month To	Jul	Year To	2016
County	All	Appointee Position	All
Court		Judge(Last Name,First Name)	
Appointee(Last Name,First Name)			

Court Activity Detail Report - Fees

Period: Apr 2016 through Jul 2016

Fee ID	County	Court	Court Type	Report Month	Report Year	Activity Type	No Activity	Judge	Case Number	Case Style	Attorney	Appointee Bar
269502	Bexar	45th District Court	District	5	2016	Fees	False	Walsh , S	2004-TA1-03082	COUNTY OF BEXAR ET AL V. ENRIQUETA SALINAS ET AL	True	24027204
269503	Bexar	150th District Court	District	5	2016	Fees	False	Salinas , L	2015-CI-17866	MARSHALL BEGGS ET AL V. GEORGE W DARTY JR ET AL	True	3283460

- b. **Court Appointments Summary Report:** Lists total appointments made by county. Also lists number of appointments made by appointee position.

Appointments Summary Report


Period: Apr 2016 through Jul 2016

By County:

County	Court Type	Count
<input checked="" type="checkbox"/> Anderson		9
<input type="checkbox"/> Anderson		5
	County court	1
	District court	1
	Justice of Peace court	1
	Municipal	2
<input checked="" type="checkbox"/> Armstrong		1
<input checked="" type="checkbox"/> Bastrop		1
<input checked="" type="checkbox"/> Bexar		1
<input checked="" type="checkbox"/> Burnet		4
<input checked="" type="checkbox"/> Cameron		1
<input checked="" type="checkbox"/> Dallas		1
<input checked="" type="checkbox"/> Ector		2

By Appointee Position:

Description	Count
Ad Litem	5
Administrator	1
Amicus Attorney	3
Arbitrator	1
Attorney	4
Attorney ad litem	2
Friend of the Court	1
Guardian ad litem	3
Hearing Officer	2
Master	1
Master in Chancery	1
Referee	1
Temporary Guardian	1
Trustee	1
Total	27


The report expands to display totals by court level by clicking on the  icon to the left of the county.

- c. **Court Fees Summary Report:** Lists total fees paid, hours billed and billed expenses by county. Also lists total fees paid, hours billed and billed expenses by appointee position.

Fees Summary Report


Period: Apr 2016 through Jul 2016

By County:

County 	Court Type	Fees Approved	Hours Billed	Billed Expenses
<input checked="" type="checkbox"/> Anderson		25,557.00	101	29,761.00
<input type="checkbox"/> Anderson		13,827.00	45	345.00
	County court	5,690.00		
	District court	1,500.00		
	Justice of Peace	5,959.00	45	345.00
	Municipal court	678.00	0	0.00
<input checked="" type="checkbox"/> Angelina		1,767.00	17	21,666.00

By Appointee Position:

Description	Count	Fees Approved	Hours Billed	Billed Expenses
Ad Litem	12	4,808.81	0	0.00
Administrator	4	12,816.84	78	6,789.00
Amicus Attorney	8	17,350.00	77	233,032.00
Arbitrator	2	0.00	0	0.00
Attorney	10	3,474.00	13	750.00
Attorney ad litem	56	35,851.79	50	9,999.99
Certified Public Accountant	1	1,500.00		

The report expands to display totals by court level by clicking on the  icon to the left of the county.

- d. **Missing Activity Reports by Court:** Indicates whether a report for appointments or a report for fees has been received for a particular month for each court in the county selected. May also be run for the state as a whole.

Missing Activity Detail Report by Court - Appointment

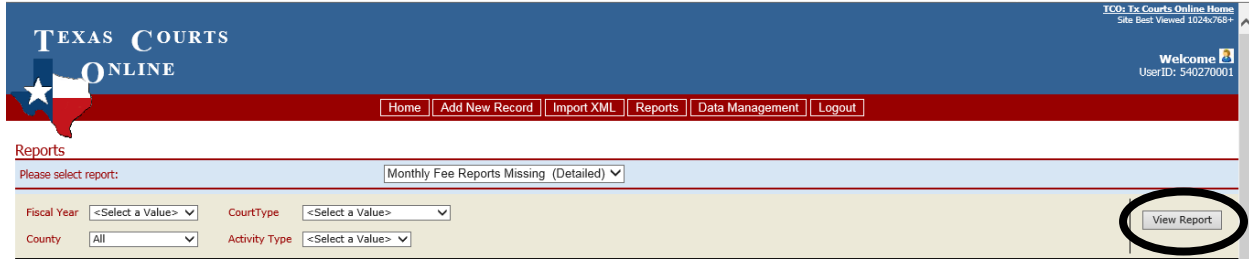
Reports Missing

Fiscal Year: 2016 (Sep 2015 to Aug 2016)

No.	County	Court	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Anderson	3rd District Court	#	#	#	#	#	#	#		#	#		
2	Anderson	87th District Court	#	#	#	#	#	#	#		#	#		
3	Anderson	349th District Court	#	#	#	#	#	#	#		#	#		
4	Anderson	369th District Court	#	#	#	#	#	#	#		#	#		

In any month where a report has not been submitted, # will display.

2. After you have selected the desired report and criteria, press the **View Report** button.



3. **Export** the report results into the desired format.

Missing Activity by Court - Appointment

Reports Missing

Fiscal Year: 2016 (Sep 2015 to Aug 2016)

No.	County	Court	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Madison	12th District Court	#	#	#	#	#	#	#		#	#	#	
2	Madison	278th District Court	#	#	#	#	#	#	#		#	#	#	

Date / Time printed: 7/18/2016 12:21:23 PM *Page: 1 of 1*

Questions?

Technical problems with system, including problems with passwords:

OCA Help Desk
(512) 463-1642

Reporting questions and adding judges or additional selections for **Position to Which Appointed** or **Fee Source** fields:

Judicial Information Section
JudInfo@txcourts.gov
(512) 463-1625