

# Making Changes to the Monthly Court Activity Report

## Correcting Reports

Regardless of how the report was originally submitted, either by manual entry or uploading an XML file, you may correct reports in one of two ways:

### Correcting Reports Manually

- You may access the reports for the **current fiscal year** displayed on your Main Page.
- To access the reports for a **prior fiscal year** back to September 2010, select **Monthly Report Search and Edit – New Data**. Choose one month or a month range and click **Search**.
  1. Click the link for the report section that you wish to edit (e.g., Criminal).
  2. Type in the corrections.
  3. Go to the bottom of the section and click **Submit**.

### Uploading a Corrected Report or Missing Section

If your case management system is able to generate a **corrected** XML file, you may upload the new information. If your system is not able to generate a corrected file, contact OCA (judinfo@txcourts.gov) to delete the existing report(s) so that you can submit the new information.

1. From the main page, select **View Electronic Submission (XML Upload)**.
2. Select the **Report Year** and **Report Month**. Click **Choose File** and select the updated XML. Click **Open**.
3. Back on the Electronic File Submission page, click **Submit**.

**Note:** Reports can be submitted only for the previous month or earlier.

**Report Year:** 2022 ▼      **Report Month:** August ▼

**Electronic File:** Choose File District.xml

Cancel

Submit

4. You will receive the message shown on the screen below. Click **Choose File** to select the updated XML again. Click **Open** again.

Report Year:  Report Month:

Electronic File:  District.xml

Data has already been loaded for this report. If you wish to replace it, first use Browse to locate the file you want to use to replace it, then press Continue. To cancel, press Cancel. [Continue](#) or [Cancel](#)



5. Click **Continue**. The XML should go through, and the page view will change to the first section of the resubmitted report. Note: There is no need to click Submit for each section.
6. Review the resubmitted report for errors. Any errors must be corrected. If needed, add a comment at the bottom of affected sections in the **Notes** window. If adding notes or making any other changes, click **Submit** to save the changes.

### Adding a Missing Section

Regardless of how the report was originally submitted, either by manual entry or uploading an XML file, you may enter missing sections manually.

#### Making Changes Manually

- You may access the reports for the **current fiscal year** displayed on your Main Page.
- To access the reports for a prior fiscal year back to September 2010, select **Monthly Report Search and Edit – New Data**. Choose one month or a month range and click **Search**.
  1. Click the link for any section that has already been submitted for the month that you wish to edit, remembering to begin with the earliest month.
  2. Once the report is open, click the tab for section that is missing and fill in the report.
  3. Go to the bottom of the section and click **Submit**.

### Things to Keep in Mind

- **Corrections must be made sequentially**, starting with the oldest month first then moving forward to any subsequent months.
- After making corrections, it is strongly suggested that you review any reports that carry pending balances (criminal and civil) that were submitted for any month after the corrected report, as **corrections you make can affect the pending balances**.

- **After submitting missing reports, you must review any reports that carry pending balances** (civil, family, criminal, and juvenile) that were submitted for any month after the missing report. Since a report had been missing, there were no pending cases to carry forward from the previous month. As a result, the pending cases get put in the Docket Adjustment line. This must be corrected after the missing report is submitted.

Send questions to [judinfo@txcourts.gov](mailto:judinfo@txcourts.gov).