



THE MISSION OF OCA IS...
TO PROVIDE RESOURCES AND INFORMATION FOR THE EFFICIENT
ADMINISTRATION OF THE JUDICIAL BRANCH OF TEXAS

Submission of the Judicial Council Monthly Court Activity Reports by District Clerks

Presented by:
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Office of Court Administration (OCA)



Judicial Information Section

- ▶ Collects, analyzes and publishes court activity statistics, directory and other information received from more than 2,700 courts
- ▶ Provides assistance to court staff, case management vendors and local information technology staff on report guidelines and submissions



Today's Topics

- ▶ Submitting the Report
 - ▶ Manually
 - ▶ Electronically (via XML)
- ▶ Reviewing the Report
- ▶ Making Corrections to the Report

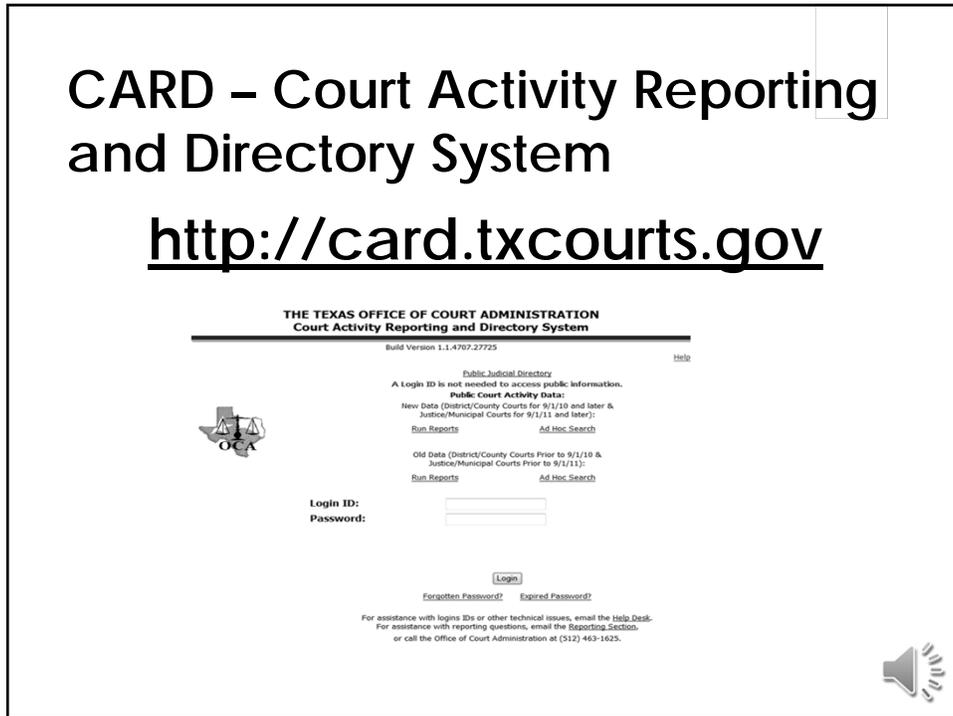


Submitting Reports



CARD – Court Activity Reporting and Directory System

<http://card.txcourts.gov>

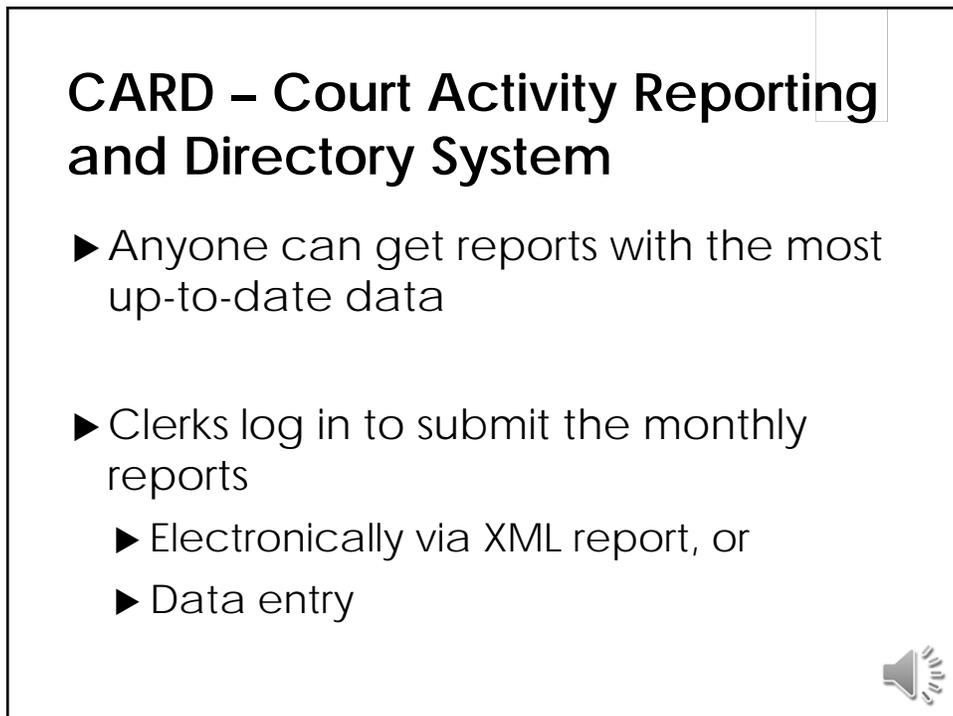


The screenshot shows the login page for the CARD system. At the top, it reads "THE TEXAS OFFICE OF COURT ADMINISTRATION Court Activity Reporting and Directory System" with a "Build Version 1.1.4707.27725" and a "Help" link. Below this is a "Public Judicial Directory" section with a note that a login ID is not needed for public information. The main section is "Public Court Activity Data", which is divided into "New Data (District/County Courts for 9/1/10 and later & Justice/Municipal Courts for 9/1/11 and later)" and "Old Data (District/County Courts Prior to 9/1/10 & Justice/Municipal Courts Prior to 9/1/11)". Each section has "Run Reports" and "Ad Hoc Search" links. There are input fields for "Login ID:" and "Password:" followed by a "Login" button. At the bottom, there are links for "Forgotten Password?" and "Expired Password?". A small speaker icon is in the bottom right corner.

CARD – Court Activity Reporting and Directory System

- ▶ Anyone can get reports with the most up-to-date data

- ▶ Clerks log in to submit the monthly reports
 - ▶ Electronically via XML report, or
 - ▶ Data entry



The slide contains the text from the previous block and a small speaker icon in the bottom right corner.

Case Management Systems

- ▶ Vendor/local IT staff creates the codes used in your system to track the information; OCA does not create or specify codes to be used in the case management systems
- ▶ Vendor/local IT staff responsible for all programming of the system and all programming to produce the necessary reports (including producing an XML file to report data to OCA)



Submitting Reports

All courts must submit the report online unless a waiver has been received from OCA to send the report to our office for data entry

To obtain a Login ID and password, or for password resets, contact OCA's **Service Desk**:

(512) 463-1642

Or

service.desk@txcourts.gov



Submitting Reports

- ▶ Using the unique 9 digit login ID and password assigned, login ID to submit monthly report
- ▶ If individuals share the responsibility of submitting the report, they will share the login ID and password



Submitting Reports

- ▶ If you also are also responsible for reporting activity for the statutory county court, you must use a separate unique 9 digit login ID and password
- ▶ The activity reported for a district court may not be combined with the activity reported for a statutory county court



The Main Page



District Court:
District Clerk Office

P O Box 1024
Alpine, Texas
79831-1024

September 2013	Criminal	Hate Crimes	Civil	Family
October 2013	Criminal	Hate Crimes	Civil	Family
November 2013	Criminal	Hate Crimes	Civil	Family
December 2013	Criminal	Hate Crimes	Civil	Family
January 2014	Criminal	Hate Crimes	Civil	Family
February 2014	Criminal	Hate Crimes	Civil	Family
March 2014	Criminal	Hate Crimes	Civil	Family
April 2014	Criminal	Hate Crimes	Civil	Family
May 2014	Criminal	Hate Crimes	Civil	Family
June 2014	Criminal	Hate Crimes	Civil	Family
July 2014	Criminal	Hate Crimes	Civil	Family

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



Main Page

- ▶ All reports/sections submitted in the current fiscal year are displayed
- ▶ Sections with errors will display in **RED**
- ▶ On October 1st of each year, the page resets to show reports received for next fiscal year



Main Page

- ▶ **Add New Monthly Report** – to manually enter a report
- ▶ **View Electronic Submission** – to upload a report (XML file)
- ▶ **Search and Edit – New Data** – reports submitted for Sept. 2010 and later may be viewed and edited
- ▶ **Run Report – New Data** – reports may be run for Sept. 2010 to present
- ▶ **Run Report – Old Data** – reports may be run for Sept. 1992 through Aug. 2010
- ▶ **Appointments and Fees** – to submit these required monthly reports



Manually Entering a Report

- ▶ Select *Add New Monthly Report*



Manually Entering a Report

- ▶ Only enter a number where you have activity to report
- ▶ Once you click on Submit, the system will automatically fill in zeroes where there is nothing reported



Manually Entering a Report

- ▶ Enter reports sequentially (in order)

[District Main Menu](#) > [Monthly Report Search](#) > Monthly Report

Year: 2014 ▼

Month: July ▼

District Clerk Office

CLERK:

Janice Staples

The previous month has not been submitted. Please submit the previous month before continuing.

Section:

Criminal ▼



Manually Entering a Report

Criminal		Hate Crimes		Civil		Family		Juvenile									
er County, District Clerk Office: April 2014																	
CASES ON DOCKET	Capital Murder	Murder	Other Homicides	Aggs. Assault or Attempted Murder	Sexual Assault of an Adult	Indecency or Sexual Assault of a Child	Family Violence Assault	Aggravated Robbery or Robbery	Burglary	Theft	Automobile Theft	Drug Sale or Manufacture	Drug Possession	Felony DWI	Other Felonies	All Misdemeanors	TODAY'S CASES
	CASES PENDING FIRST OF MONTH (Should equal total criminal cases pending end of previous month.)																
DOCKET ADJUSTMENTS																	
1. CASES PENDING FIRST OF MONTH (Adjusted)																	
a. Active Cases																	
b. Inactive Cases																	

Manually Entering a Report

► **Reminder:** The Court's Main Page will provide a snapshot of every month and every section that has been submitted for the current fiscal year.

September 2013	Criminal	Hate Crimes	Civil	Family	
October 2013	Criminal	Hate Crimes	Civil	Family	
November 2013	Criminal	Hate Crimes	Civil	Family	
December 2013	Criminal	Hate Crimes	Civil	Family	
January 2014	Criminal	Hate Crimes	Civil	Family	
February 2014	Criminal	Hate Crimes	Civil	Family	
March 2014		Hate Crimes	Civil	Family	
April 2014	Criminal	Hate Crimes	Civil	Family	
May 2014	Criminal	Hate Crimes	Civil	Family	
June 2014	Criminal	Hate Crimes	Civil	Family	
July 2014	Criminal	Hate Crimes	Civil	Family	

Manually Entering a Report

- ▶ After entering a section, make sure you receive “saved successfully” message



Uploading a Report

- ▶ File must be formatted properly and have all critical information to successfully upload
- ▶ Refer to website for
 - ▶ XML specifications
 - ▶ Program to validate XML file format (XML Tester)
 - ▶ Frequently Asked Questions – XML File Submission
 - ▶ Frequently Asked Questions – Online Report Submission



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



Uploading a Report

- ▶ Reports must be uploaded in chronological order (Sept., Oct., etc.)

e:

The previous month has not been submitted. If no reports have been submitted this fiscal year please submit September.



Uploading a Report

- ▶ Select *View Electronic Submission*



Uploading a Report

- ▶ Browse to find XML file on your computer/ network

Electronic File: F:\XML Reports\321000000 Sept 2010.xml

- ▶ Click on Submit – goes to Criminal Section if no formatting errors in the file
- ▶ No need to open each section and press Submit



Uploading a Report

- ▶ Successful upload of file does not mean that there are no errors in the file
- ▶ Review what has been loaded into the database and compare it to the report generated from your case management system



Uploading a Report

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



Document Unusual Activity

- ▶ Use **Notes Section** at the bottom of each report section to account for unusual /inconsistent reporting figures such as
 - ▶ Large docket adjustments after validation of pending case numbers or due to conversion to new case management system
 - ▶ Higher or lower number of cases reported in a category due to unusual circumstance (DWOP docket, court closed due to storm damage)



Document Unusual Activity

Notes:

Docket adjustments are due to a manual hand count done to validate total pending cases.

Prepared By:

Joe Smith

Submit



Notes Section

- ▶ Do not enter questions or other things for which you are expecting a response from OCA
- ▶ Send an email to JudInfo@txcourts.gov to contact Judicial Information staff



Provide Name of Contact Person

- ▶ Name displayed at top of screen does NOT indicate who submitted the report

Statutory County Court: County Court at Law No. 1

Judge: [Amanda Matzke](#)

Clerk: [Karen McQueen](#)

> [Monthly Report Search](#)> Monthly Report

- ▶ Put full name of contact person in Prepared by line—this indicates who submitted the report



Reviewing the Report

"Quality Means Doing it Right When No One is Looking"
(Henry Ford)



Review the Report

- ▶ Review your submitted report **each month** for accuracy, particularly if you upload your report, even if it is not out of balance



Out of Balance

Report that is out of balance will be flagged in red on Main page and in section that is out of balance

District Main Menu > Monthly Report Search > Monthly Report

County: [Redacted] District Court: [Redacted] District Clerk Office: [Redacted]

September 2013

Month	Criminal	Hate Crimes	Civil	Family	Juvenile
September 2013					
October 2013					
November 2013					
December 2013					
January 2014					
February 2014					
March 2014					
April 2014					
May 2014					

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

Out of Balance - Negative Numbers Found

CASES ON DOCKET	Criminal	Family	Juvenile	Other	Adoptive									
CASES PENDING FIRST OF MONTH	3	8	0	80	6	26	3	11	77					
DOCKET ADJUSTMENTS	0	0	0	0	0	0	0	0	0					
TOTAL	3	8	0	80	6	26	3	11	77					

Out of Balance

► When a report is out of balance, look for the numbers/messages in **RED**

0	0	0	8	0	1	0	2	4	4	0	7	10	4	24				
-7	8	0	80	6	29	-7	10	80	63	2	19	-15	54	249				
Invalid						Invalid						Invalid						
-7	8	0	72	6	28	-7	8	76	59	2	12	-25	50	225				
Invalid						Invalid						Invalid						
0	0	0	8	0	1	0	2	4	4	0	7	10	4	24				
														90 DAYS OR LESS	91 TO 180 DAYS	181 TO 365 DAYS	OVER 365 DAYS	TOTAL CASES
(Should equal total on Line 7 above.)														21	14	14	15	64
														Should equal total dispositions: 234				

Out of Balance

- ▶ Reports that are out of balance should be corrected before submitting any subsequent months

September 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
October 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
November 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
December 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
January 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
February 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
March 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
April 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
May 2014	Criminal	Hate Crimes	Civil	Family	Juvenile

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



Common Issues

- ▶ Filings, docket adjustments, dispositions, or pending case numbers that are too low, too high, or that do not make any sense
 - ▶ Typos
 - ▶ Numbers entered in wrong line
 - ▶ Recent updates to cases management system



Common Issues

- ▶ Docket Adjustments
 - ▶ Is one needed?
 - ▶ If one is entered, is it correct?
Needs explanation?
- ▶ No new cases filed or no dispositions



Common Issues

- ▶ Uploaded report does not match report printed from case management system
- ▶ Uploaded report that shows zeroes in all lines except pending cases and Total Cases on Docket



Review the Report

- ▶ Refer to the report instructions to understand what should be reported where
- ▶ Contact your software vendor/IT if obvious programming issues are found
- ▶ Contact OCA if you have questions or need our assistance



Annual Data Verification

- ▶ Letter with a copy of the report combining all data submitted for fiscal year is sent to the clerk for verification of the data in October
- ▶ Corrections must be made to individual months in the reporting database



Correcting the Report

"A man who has committed a mistake and doesn't correct it, is committing another mistake" (Confucius)



Correcting the Report

- ▶ Corrections may be made by
 - ▶ Uploading a corrected XML file
 - ▶ Having OCA delete all previously submitted reports so you can upload new ones or
 - ▶ Manually entering the changes into the existing reports



Correcting the Report

- ▶ Corrections:
 - ▶ Must be made to reports for individual months
 - ▶ Must be made sequentially because of pending case balances



Correcting the Report

- ▶ Corrections:
 - ▶ Uploaded reports need to be reviewed just like when the report was originally submitted to ensure accuracy
 - ▶ Review reports for subsequent months to check for additional corrections that may need to be made



Correcting the Report

► Example of sections that were skipped

September 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
October 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
November 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
December 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
January 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
February 2014		Hate Crimes	Civil	Family	Juvenile
March 2014		Hate Crimes			Juvenile
April 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
May 2014	Criminal	Hate Crimes	Civil	Family	Juvenile



Correcting the Report

► Example of docket adjustments entered to add pending balances

CASES ON DOCKET	Capital Murder	Murder	Other Homicides	Agg. Assault or Attempted Murder	Sexual Assault of an Adult	Indecency or Sexual Assault of a Child	Family Violence Assault	Aggravated Robbery or Robbery	Burglary	
CASES PENDING FIRST OF MONTH <i>(Should equal total criminal cases pending end of previous month.)</i>										
DOCKET ADJUSTMENTS	8	0	22	4	0	0	25	36	45	99
1. CASES PENDING FIRST OF MONTH (Adjusted)	8	0	22	4	0	0	25	36	45	99
a. Active Cases	8	0	22	4	0	0	25	36	45	99



Questions

JudInfo@txcourts.gov

(512) 463-1625 OCA main phone

(512) 463-1865 fax

