Frequently Asked Questions – XML Report Submissions

Justice & Municipal Courts

How do I upload my monthly data instead of typing it into the system?

Your information technology (IT) staff or vendor will need to create the XML file for you. Instructions for creating the XML file are posted at http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/justice-court-municipal-court-reports.aspx.

Once a file has been created, it will need to be tested to determine whether it is formatted properly.

How do I test my new XML file?

Before submitting a report for the first time, the XML file should be tested to make sure that it is formatted properly. To test an XML file, you or your vendor should upload the file into the XML tester at http://xml.card.txcourts.gov/.
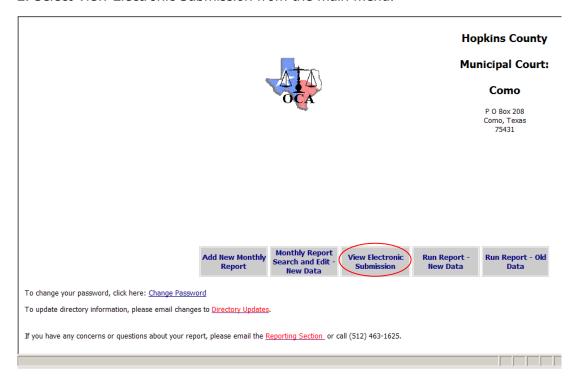
This feature will determine whether the file is properly formed XML. However, it does not analyze whether the information within the file is accurate, whether all of the required information in the file is present, or whether the file matches OCA's XML specifications.

Justice court reports for September 2013 and beyond must use the **oca-JP-schema-v2** schema. The XML Tester at http://xml.card.txcourts.gov now validates against that schema, and no longer validates against the schema (**oca-JP-schema**) for reports submitted for months prior to September 2013. To validate an XML file against the old oca-JP-schema, use the XML Tester at http://xml.card.txcourts.gov/v1. This tester will remain available during the transition period (at least until 9/1/2013), and for some time after, at OCA's discretion.
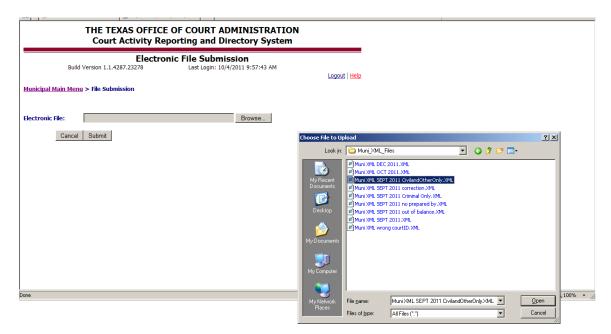
How do I upload my XML file to OCA?

1. Login to the CARD system http://card.txcourts.gov.

2. Select View Electronic Submission from the main menu.

3. Click the Browse button to search for the file. Select the appropriate data file you want to upload by clicking on the filename and then clicking the Open button.

NOTE: If you do not know where the XML files are stored on your computer or computer network, you will need to contact your vendor or IT staff.

4. Press Submit.

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

Electronic File Submission
Build Version 1.1.4287.23278   Last Login: 10/4/2011 9:57:43 AM

Logout | Help

Municipal Main Menu > File Submission

Electronic File: H:\TCJDMS\New System\Testing\XML Testing Files\Muni   Browse...

Cancel | Submit

5. Note whether the report was submitted successfully. Look for any sections marked in red as Out of Balance. Sections in red must be corrected, as there are errors in the report.

6. If you need to submit additional reports for a different court or court type, you will need to repeat this process, starting with logging in with a different user ID.

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My report is out of balance, what do I do next?

There is an error (or multiple errors) in the XML file. The red numbers indicate where the problem is.
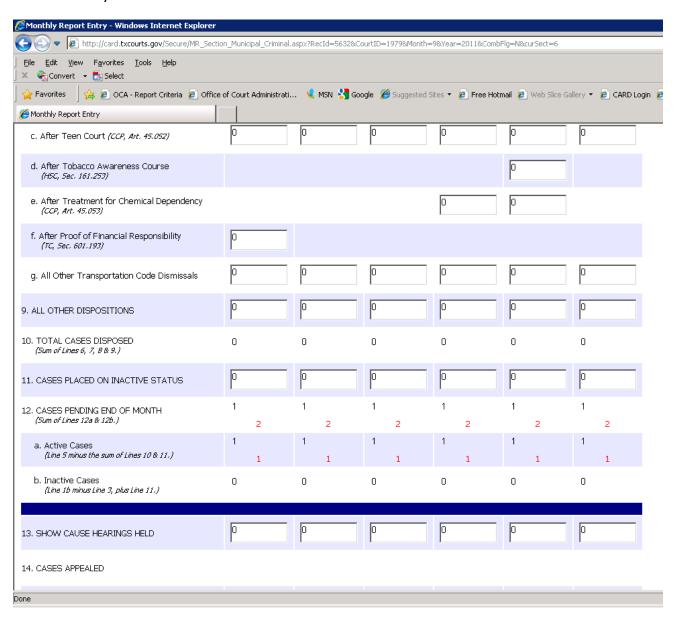
In this example, the Criminal section for the September report is out of balance, so it is in red.

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

Build Version 1.1.4323.14993   Last Login: 10/26/2011 4:18:13 PM

Logout | Help

Harris County

Municipal Court:

Hilshire Village

1025 Campbell Rd
Houston, Texas
77055-7495

September 2011   Criminal   Civil   Additional

| Add New Monthly Report | Monthly Report Search and Edit - New Data | View Electronic Submission | Run Report - New Data | Run Report - Old Data |

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Justice & Municipal Courts

In the Criminal section, the message "Out of Balance" is displayed.

Court Activity Reporting and Directory System

Build Version 1.1.4323.14993   Last Login: 10/26/2011 4:18:13 PM

Logout | Help

Municipal Court: Hilshire Village
Judge: James Smith
Clerk:

Municipal Main Menu> Monthly Report Search> Monthly Report

| Criminal | Civil | Juvenile | Additional |

721010800,   Harris County,   Hilshire Village: September 2011

Out of Balance

CASES ON DOCKET	TRAFFIC MISDEMEANORS			NON-TRAFFIC MISDEMEANORS		
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
CASES PENDING FIRST OF MONTH *(Equals total cases pending end of previous month.)*	1	1	1	1	1	1
DOCKET ADJUSTMENTS	0	0	0	0	0	0
1. CASES PENDING FIRST OF MONTH (Adjusted)	1	1	1	1	1	1
a. Active Cases	1	1	1	1	1	1
b. Inactive Cases	0	0	0	0	0	0
No Activity ☐						
2. NEW CASES FILED *(Include all new cases filed, including those that may also have been disposed this month.)*	0	0	0	0	0	0

Done

Updated 02/12/2015

In this example, cases pending end of month (and the subset of active cases) are out of balance, as indicated by the red numbers underneath the submitted numbers.

Although the data entry screen may show the "correct numbers," these numbers are not in the actual XML file; they were calculated by CARD. If you press Submit, the numbers in the XML file will be replaced by the correct numbers. While this makes the report in balance, it does not solve the underlying issue with the XML file. You will need to report the errors to your vendor/IT person and have them fix the issue, or the errors will likely appear in all future reports as well.

Problems include: incorrect calculations in columns or rows, omitting lines from the XML file, and duplicating lines from the XML file.

Frequently Asked Questions – XML Report Submissions

Justice & Municipal Courts

I uploaded an XML file. The report is showing that it is out of balance, but all the numbers on the screen are correct, and the errors marked in red show the same numbers that I already see in the report.

There is an error (or multiple errors) in the XML file. The red numbers indicate where the problem is.

Although the data entry screen may show the "correct numbers," these numbers are not in the actual XML file that you submitted; they were auto-calculated by the computer system. If the user presses Submit, the incorrect numbers in the XML file will be replaced in the database by the correct, auto-calculated numbers.

While this makes the report in balance, it does not solve the underlying issue with the XML file. The clerk must report the errors to her vendor/IT person and have them fix the issue, or the errors will likely appear in all future reports as well.

Problems include: incorrect calculations in columns or rows, omitting lines from the XML file, and duplicating lines from the XML file.

I know I had activity last month in certain categories, but the information is not showing up on my report. Why isn't it there?

If you know there should be cases on the report in a particular category but nothing is showing, contact your vendor to ensure that your computer system is capturing the required information, that the information is coded correctly in the computer system, that you and your staff are using the system properly to capture the required information, and that the reports coming from your computer system are pulling the proper information. <u>Always review your report every month. Do not assume that what comes out of the computer is always correct!!</u>

Frequently Asked Questions – XML Report Submissions

Justice & Municipal Courts

Why can't I get my XML file to upload?

1. Below are some common error messages and what they mean:

Error Message	Problem
Report Category not found in dimReportCategory table	The most common problems are: • Using the XML format for a justice court instead of a municipal court, or vice versa. • Using the XML format for the old version (prior to September 2011) of the justice court or municipal court activity report. • There are wrong line numbers in the file. Your vendor/IT person needs to review file to make sure it matches OCA's XML specs posted at http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/justice-court-municipal-court-reports.aspx.
Xml File is invalid. Please verify xml format.	The XML file does not meet specifications. Your vendor/IT person needs to correct the specifications to match OCA's XML specs: http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/justice-court-municipal-court-reports.aspx.
Prepared by is required	The XML file does not include this required information.

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Court not found in dimCourt table	1. The number in the Court Identifier field of the XML file is not valid – it does not match any court that we have in the database. The Court Identifier number is the same 9-digit number that the users use to log in to the system. If you rule that out, then look for #2. 2. Open the XML using Notepad. See if there is an extra space after the Court Identifier number. Delete that space, save the file, then resubmit the file through CARD.
Incorrect Court ID	The Court Identifier field in the XML file does not match the user's Login ID. Correct the Court Identifier field in the XML file.
An unrecoverable exception has occurred while processing the XML file. If you continue to have this issue, contact a OCA Admin.	A critical piece of information is missing from the file, such as the Court Identifier, Month, or Year. Check the items in #2 below. If those criteria are met, your vendor/IT person needs to review the file to make sure it matches OCA's XML specs posted at http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/justice-court-municipal-court-reports.aspx.

2. Have your vendor/IT person check the XML file to make sure that the file is for the correct report.

a. Check the Court Identifier/Court ID to make sure that the correct one is being used for the report. (See chart below).

b. Check the XML schema to make sure that the correct schema is being used. (For example, an XML schema for a justice court report will not work for a municipal court report.) (See chart below.)

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Report	Correct Court Identifier & Court ID	XML file should begin with:
Justice Court – prior to Sept. 2011	62xxxxxxx	<ROOT xmlns="urn:oca-JP-schema"
Justice Court – Sept. 2011 and on	62xxxxxxx	<ROOT xmlns="urn:oca-JP-schema-v2"
Municipal Court	72xxxxxxx	<ROOT xmlns="urn:oca-MUNICIPAL-schema"

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