Submitting a Monthly Court Activity Report Manually

Some courts do not have case management system (CMS) software that can produce an XML of the Judicial Council Monthly Court Activity Report. Instead of submitting an XML of the court's monthly data to the OCA reporting database, judges or clerks must manually enter the court's data line by line and section by section, transcribing the data found in the PDF report generated in their CMS.

Please consult your CMS vendor/IT regarding questions on how to produce the OCA monthly report PDF. You can print the PDF report to reference when entering the data and archive the copy after submitting data to OCA. A physical or electronic copy of the monthly report from your court's case management system (not from the OCA website) should be retained by the court for three years.

For courts without a CMS, use a blank reporting [form](#) to keep track of reportable data. That form should be referenced when entering the month's data and archived after submitting the report to OCA. A copy of the monthly report (not from the OCA website) should be retained by the court for three years.

1. Using Internet Explorer, log in to the OCA Court Activity Data database at http://card.txcourts.gov/secure/login.aspx?ReturnURL=default.aspx.

   For password resets, email support@txcourts.gov.

2. Select **Enter New Monthly Report (Manual)** at the bottom of your court's home page.

Current FY submitted reports

Justice of the Peace:

Countywide

To submit report

Previous FY submitted reports

| September 2020 | | | | Criminal | Civil | Juvenile | Additional |

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

| Enter New Monthly Report (Manual) | Monthly Report Search and Edit - New Data | View Electronic Submission (XML Upload) | Run Report - New Data | Run Report - Old Data | Appointments & Fees |

Reports submitted for the current state fiscal year (September to August) will appear on the court's main page <u>immediately</u> after they are submitted. To access reports from previous fiscal years, select **Monthly Report Search and Edit – New Data**. All reports submitted to the system can be viewed and edited at any time. Click **Submit** to save any corrections to a section.

3. Select the **Year** and **Month**, the **Criminal** section, and then **Continue**.

Monthly Report

Build Version 1.1.7508.20106   Last Login:

Justice of the Peace Main Menu > **Monthly Report Search** > **Monthly Report**

Year: [▾]

Month: [--, ▾]

Countywide
JUDGE:

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

Section:
[Criminal ▾]

4. Beginning with the **Criminal** section **Cases Pending First of Month**, compare each line to the corresponding line of your report PDF or fillable form. Add data to the section as needed. If the line needs no new data, continue to the next line until the section is complete. It is not necessary to enter zeroes into blank fields.

Justice of the Peace: Countywide
Judge:
Clerk:

JP Main Menu > **Monthly Report Search** > **Monthly Report**

Criminal	Civil	Juvenile	Additional

620980011,   Hansford County,   Countywide: October 2020

CASES ON DOCKET	TRAFFIC MISDEMEANORS			NON-TRAFFIC MISDEMEANORS		
	Non-Parking	Parking	County Ordinance	Penal Code	Other State Law	County Ordinance
CASES PENDING FIRST OF MONTH *(Equals total cases pending end of previous month.)*	575	0	3	24	43	0
DOCKET ADJUSTMENTS	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
1. CASES PENDING FIRST OF MONTH (Adjusted)	575	0	3	24	43	0
a. Active Cases	417	0	3	19	33	0
b. Inactive Cases	[158]	[0]	[0]	[5]	[10]	[0]
No Activity ☐						
2. NEW CASES FILED *(Include all new cases filed, including those that may also have been disposed this month.)*	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

5. Fill out the **Prepared By** line at the bottom of the section with your name so that OCA staff knows who to contact for any data questions. Add to the **Notes** section if needed. Click **Submit**.

Notes:	
Prepared By:	Enter Name Here ×
Submit	

6. After receiving notification of a successful save, continue to the next section to report data. Finish the month's report by submitting the **Additional** section. <u>All four sections must be completed, even if a section had no activity: Criminal, Civil, Juvenile, and Additional</u>.

Questions? Email judinfo@txcourts.gov.