

Checking for Missing OCA Monthly Court Activity & Appts/Fees Reports

Missing Monthly Court Activity Reports (Clerk View)

1. Log into the OCA reporting website: <https://card.txcourts.gov/>.
2. Select **Run Report – New Data** on the Home Screen.
3. Select **Management Reports** for the Report Type.
4. Select **Reports Received** and your court type, e.g., Reports Received – District Courts. Continue.

Report Type:

Management Reports

Report:

Reports Received - District Courts

Report Description:

This report shows which monthly reports, and sections of monthly reports, were received from each county for the district courts.

5. Select **Fiscal Year** and **County**. Export to Acrobat.

Missing Appt/Fees Reports (Clerk View)

1. Log into the OCA reporting website: <https://card.txcourts.gov/>.
2. Select **Appointments & Fees** on the Home Screen.
3. Select the Reports tab at the top of the Home Screen.
4. Select **Missing Appts & Fees Reports**. Enter the **Fiscal Year**, **Court Type**, and **County**. Select **All** for **Activity Type** and **Court**. Click **View Report** on right side of screen.
5. Results will be displayed. As shown on the Note at the top, if a county/court is not listed (has a blank for the month), the county/court has NO missing appointment or fee records. If you see “appts” or “fees” in one month’s cell, that means that report type is missing for the month.