J-Web
Civil Inquiry User Manual

Summary of Changes

Revision	Date	Author	Description
1.0	10/30/2015	Paula Spencer	Original Version
1.1	11/20/2015	Paula Spencer	Added additional J-Web links and Access information
1.2	12/17/2015	Paula Spencer	Added information to Appendices
1.3	1/16/2016	Paula Spencer	Added placeholders for ACT 52 & 65
1.4	04/26/2016	Paula Spencer	Added additional information regarding placeholders for ACT 52 & 65
1.5	06/07/2016	Paula Spencer	Added Summary of Changes section and Footer
1.6	08/24/2016	Paula Spencer	Modified Title page and deleted Public Access to JIMS & Civil System Web Site sections

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Civil System Overview

Definition of JIMS

The Harris County Justice Information Management System (JIMS) was established in 1977. JIMS is a data processing department that automated one of the largest county justice systems in the United States. JIMS's computer programmers write and maintain programs that are used to document the criminal and civil justice process in Harris County.

JIMS is an integrated system with data being shared by many agencies. The county justice agencies that enter records into the system include the District Clerk, District Attorney, District Courts, County Criminal Courts at Law, Constables, Sheriff, Justices of the Peace, and Community Supervision and Corrections. This manual explains how JIMS automates many of the functions of the District Clerk's Office Civil Division.

Information that is entered in JIMS is immediately retrievable from any device connected to the system.

The Role of the District Clerk's Office

By law (Government Code, Rules of Civil Procedure, and Texas Criminal Procedures Code and Rules), the District Clerk is the registrar, recorder and custodian of all records that are part of any cause of action in the District Courts of Harris County.

The clerk of a district court records the acts and proceedings of the court, enters all judgments of the court under the direction of the judge, and records all executions issued and the returns on the executions.

The law also requires the District Clerk to keep an index of the parties to all suits filed in the district courts.

The District Clerk's Civil Division maintains all court pleadings, instruments and papers that are part of any cause of action in the District Courts of Harris County hearing civil, family and juvenile cases.

In an effort to process the volume of cases handled by these courts, JIMS has automated the majority of the record-keeping functions that the District Clerk's Office performs both statutorily and by custom.

1. All records maintained in JIMS are derived from physical documents on file in the District Clerk's Office.

2. Based on these source documents, data is entered as a case progresses from case initiation through to disposal and to possible appeal and post-judgment matters.

3. Suspected data errors should be brought to the attention of the District Clerk's Office.

This manual contains detailed explanations of the online inquiry transactions that are available in the computer system. Sample screens are provided, the method of access is listed, and the appropriate code tables are referenced to enable users to interpret the information provided.

Data Entry and Source Documents

All data entered into the system is based on physical documents on file in the District Clerk's Office. Examples of source documents include file-marked pleadings, service request forms, docket sheets, and signed judgments.

Priority for entry is as follows:
1. Documents in new suits are entered within 24 hours of the receiving clerk's shift.
2. Answers and waivers.
3. Additional pleadings.
4. Any other documents to be entered.

Documents not presently entered include some pre-trial discovery documents, judgments and temporary orders that are not yet signed, and personal and general correspondence. See Appendix D for a list of documents entered into the system.

Court deputies are responsible for entering court activities on a real-time (immediate) basis. The deputies also enter Attorney designations (involving Attorneys in the same firm) and Attorney substitution or withdrawal orders (involving Attorneys in different firms).

The following information is entered regarding a specific case at the time of filing:

Case number
File date
Instrument initiating action
Jury fee (if paid)
Request for service of process
Party names
Attorney for movant or filing party
Court
Type of action

Documents are identified by:

Moving party
Date of filing
Deputy who accepted the filing
Deputy who entered information
Attorney who signed the pleading
Document description

Much of the information in the system is abbreviated using standard codes. Data entry clerks type in these codes when they create records. When the records are inquired upon, the literal meanings of the codes display.

Display Restrictions per House Bill 1391

Pleadings and other documents filed in dissolution of marriage suits (i.e., annulment, divorce, alienation of affection), and parent-child relationship suits (i.e., adoption, custody, paternity, support, etc.), and protective order and temporary protective order cases filed in Harris County on or after September 1, 2003 may be released only to the parties involved until one of the following requirements is met:

1. At least one day has elapsed since the citation or notice was served
2. 31 days have elapsed since the pleading was filed.
3. A waiver of notice or citation was filed

House Bill 1391 went into effect on September 1, 2003. Until a case meets the requirements, subscribers and other members of the public will receive a notice of confidentiality.

Purge

Records are periodically purged to reduce the number of records in the online database. Purged records are available on tape, but are removed from online files.

When a case is purged, the case summary and judgment data is retained online. A purged case is identified by the code "P" or the word "PURGED" in the case status field on most inquiry screens.

In general, records are purged for:

1. Cases disposed more than one year previously and on which no appeal has been filed.

2. Cases wherein it has been 6 months from the date of the mandate of affirmance.

NOTE: The Civil System came online in 1977. There are no case summary records for cases completed prior to 1977. However, name records for the primary parties will exist in the database.

Family case records are not purged.

Introduction to J-Web

What is J-Web?

J-Web is the web-based version of the JIMS legacy system. It runs in Internet Explorer and will provide the same functionality that is currently available on the JIMS mainframe. Subsystems (areas of functionality) are being converted group-by-group; eventually, all user-designated JIMS screens will be in J-Web.

NOTE: In J-Web you can continue to use the tab keys to navigate on the screens just as you do in JIMS.

DATA

J-Web writes data from existing mainframe system and a new relational database management system. All records viewed in J-Web should be identical to data displayed through existing JIMS transactions. Eventually, the mainframe will be retired and J-Web will write to a single data source. Processing/response time will be faster at that point. Every effort is being made to optimize J-Web performance.

Model 204 Implementation

The Civil System was originally programmed for the CICS environment. (CICS is a mainframe computer system that JIMS has used since the 1970s.) In the 1980s JIMS purchased the database management system called Model 204. During the weekend of March 29, 1997, the JIMS Civil System was implemented in Model 204 (M204).

Since that time, JIMS and its user agencies have cooperated to redesign and convert existing programs from CICS to M204 to DB2.

J-Web Design

In M204, programs were grouped into subsystems. Each subsystem was designated by a three-letter code such as DKT for Docketing, ACT for Court Activities and INT for Case Intake. Within each subsystem, separate options are used to complete specific tasks. M204 options were numbered and accessed using that number. For example, the Case Summary Inquiry screen was option 75 in the INT subsystem.

The functionality/features/options in J-WEB will continue to be identified by the M204 designations.

J-Web Access

Each person will be assigned a unique **log-on ID** that allows that person to access all JIMS systems that he or she is allowed to use. Each person will create his or her own secret **password**. Anyone who currently has an active log-on ID will continue to use that code.

Within two days after attending a JIMS training class, a person should have clearance for the options taught in that class. The subsystems and options that a person is authorized to use will display on the J-WEB menu screens.

To request additional clearance or training, contact your supervisor, your JIMS project analyst or your JIMS liaison.

Log-on Procedures

J-Web Links

Individuals who sign on to their **own** workstation should use this link:

      Civil - http://civil.J-Web.harriscountytx.gov/

      This region passes the user's Windows credentials automatically so they are not prompted to log in.

Individuals who **share** workstations, such as in some dispatch areas, should use this link instead:

      Civil - http://civilex.J-Web.harriscountytx.gov/

      This region requires each user to sign in with their existing JIMS log-on ID and password.
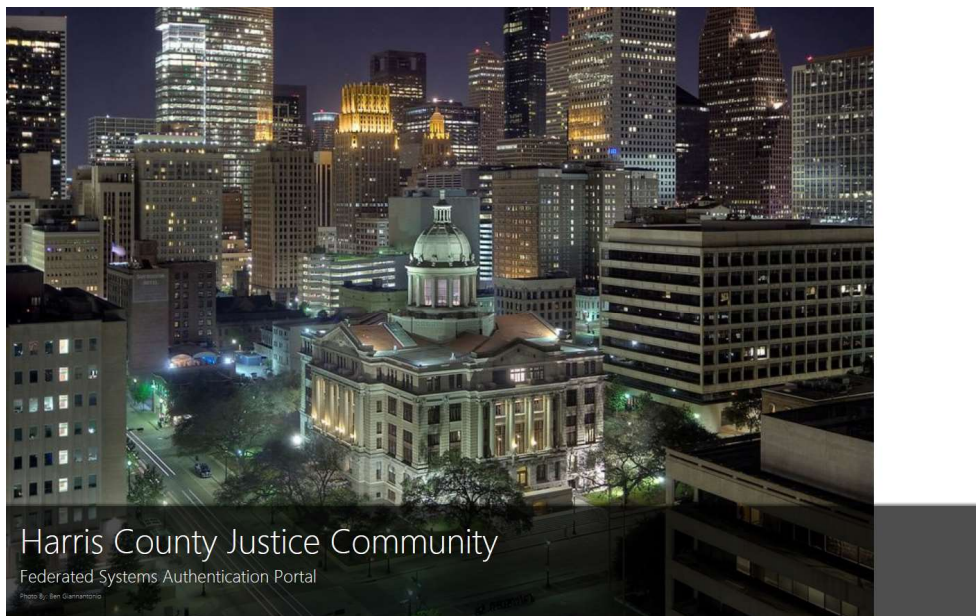
Access

The first time a user accesses J-Web with one of the internal links (the internal links do not have "ex" in the URL), you will be prompted to create a user manager record. Enter your domain name and the ID you use to unlock your computer; this is known as your Windows ID or Active Directory (AD) account. If you do not know your domain name, ask your IT help desk. A Windows ID is something like:

  HCO\jdoe
  HCSO\jdoe
  HCDCA\doe_john
  hcdistrictclerk\john.doe

You will also need to enter the password you use with this account. This associates your Windows ID with your JIMS log-on ID.

Once the user is logged on to J-WEB, the name of the person signed on to the workstation is displayed.

JWEB	CIVIL SYSTEM		SPENCER, PAULA	DECEMBER 17, 2015

If the user's name does not display, complete one of the actions below:

 a. If you were not prompted for a user ID and password when you accessed J-Web, click Start > select Shut Down > select Switch User and log on to the workstation with your Windows ID and password. *This will vary with each version of Windows.*
 b. If you were prompted for a user ID and password when you accessed J-Web, close Internet Explorer, reopen it, and sign on with your credentials.

User Authentication (Sign-On)

J-Web users who work for Harris County will be authenticated through their Windows Active Directory ID. Security Administrators will maintain Windows ID records using the J-Web Access Manager application. J-Web users who do not have a Harris County Windows ID will be authenticated through their mainframe log-on ID (also known as their JU code).

User Authorization (Sign-On)

As long as M204 and VSAM are the source of record, authorization records will be maintained on the mainframe. Security Administrators will maintain security clearance records for J-Web the same way they maintain those records for M204 and CICS transactions. When the mainframe is no longer the source of record, then J-Web security will be maintained using the Enterprise Security Manager application.

Accessing a Subsystem

Once the user is logged on to the J-WEB application, the Master Subsystem Selection Main Menu screen displays (see sample screen below). The menu contains a list of subsystems or transactions that the user may access. If there is an option that is not displayed, the user may contact their agency's security administrator or JIMS liaison.

TO SELECT A SUBSYSTEM

Click the Main Menu icon to access the Main Menu, which is a list of available subsystems.

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The menu contains a list of subsystems or transactions that you may access.

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ATU - ATTORNEY UPDATE	ATY - ATTORNEY SUBSYSTEM
C33 - CHAPTER 33	DKT - CIVIL COURT DOCKETING
DWP - DISMISSAL FOR WANT OF PROSECUTION	EXH - CIVIL EXHIBITS
INT - CIVIL CASE INTAKE	MCT - CIVIL MEDIATION TRACKING
NTS - NOTICE TRACKING SYSTEM	PST - CIVIL POST TRIAL
SCO - CIVIL SCHEDULING ORDERS	

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To access the subsystem transaction menu icon, click on the icon:
This icon is located to the right of the Subsystem Main Menu icon. It is a subsystem transaction back button or up-one button. It will remain disabled until the user navigates to a menu or page that allows navigation back to the parent page within the displayed subsystem. The icon will be disabled at the root menu of the page of the subsystem. The user will use the Subsystem's Main Menu icon to navigate back to the list of subsystems.

If the subsystem transaction menu icon is disabled, it will display as:

Accessing an Option

Use a subsystem main menu to select and transfer to options in that subsystem. The sample screen below shows the J-WEB Civil System Main Menu. The procedures below apply to all J-WEB subsystem main menus.

TO SELECT AN OPTION

Method 1
In the OPTION field at the top left corner of the screen, type the appropriate option. Then move the cursor (or use the tab key) to the blank space to the right of the OPTION field. Type the desired option number and press Enter. The selected option will display.

Method 2
Click the Main Menu icon to access a list of the available subsystems. Select the appropriate subsystem from the list by clicking it.

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J-WEB Information

Error Messages

In J-Web, confirmation and error messages will display in response to your actions. Validation error messaging shall appear from top-to-bottom order matching the left-to-right order of the input fields; exceptions may apply.
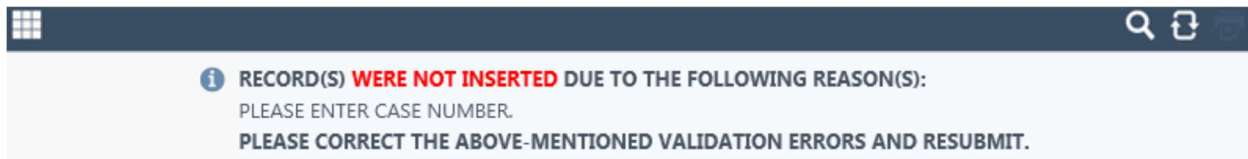
The Message Ribbon/Line

The Messaging Ribbon is used for all mainframe and distributed system messages related to the displayed page or system.

Informational messages are also displayed in J-Web.

The following icon displays before an informational message:
Check the top left of the page for messages about the status of your inquiry.
Messages may be single-line or multi-line depending on the validation required. Check the top left of the page for messages about the status of your inquiry.

For all application support request, please contact your agency's security administrator or JIMS liaison. If they are unable to resolve the issue, please report any problems to the ITC Help Desk by contacting ITChelpdesk@hctx.net or by calling 713-274-4444.
You may also access the Help / Support icon within the command ribbon region on the J-Web page and select the email request to create a support ticket.

Paging Techniques

When a response to an inquiry takes up more display space than is available on one screen, use the Data Pager Region below to access additional screens of information.
Paging functionality has changed in J-Web. Use this bar at the bottom of the page to view records:

1.   Click on the single arrows to proceed forward or backward one page at a time.

2.   Click on the double arrows to access the first or last page.

3.   Select a specific page by clicking on the drop-down list and selecting a displayed page number.

4.   To change the number of records displayed on each page, click the Records Per-Page drop-down list and select a listing.

Function Key Region

In J-Web, there is a Footer Ribbon which encompasses three distinct regions. One of these regions, is the Function Key / PF-Button Region.

This region is used for buttons that replace the PF keys used to navigate or transfer in the mainframe system.

The Function Key Region will remain visible at all times. The buttons that represent the function keys for the displayed page will appear when applicable.

Below is a list of the standard F-keys that were available on the option screens in the mainframe system. These function keys (buttons) will no longer be visible or enabled in the Function Key Region in J-Web.

F7 = BACKWARD   Accesses the preceding page in a multi-page response.
F8 = FORWARD   Accesses the next page in a multi-page response.
F9 = PRINT   Prints the screen.
F10 = REFRESH   Erases the inquiry and inquiry response.
F11 = HELP   Accesses the help screen for a screen or a field.

The following buttons were removed as a browser Page Back and Page Forward replaced this Functionality in web applications: F7 – BACKWARD and F8 – FORWARD.

The F9 – PRINT was replaced by a Print Report command button and appears in the Command Ribbon region.

Printing

In J-Web, there will be a print icon at the top right of the page. This icon appears in a disabled state when a subsystem is selected. The icon is viewable on every subsystem transaction in a disabled state. The print icon will be enabled only on pages where there is a printable report; otherwise, the icon is grayed out and cannot be selected. The F9-Print function key (button) will no longer be visible or enabled in the Function Key Region.

In J-Web, the print screen option is available. Just follow the steps below:

   a. Press the Print Screen key on the keyboard.
   b. Copy and paste displayed records into Microsoft Word.

Commonly Seen Fields

CASE FILE LOCATION
This field is no longer used. Access the Harris County District Clerk's website to retrieve the physical location of a case file (http://www.hcdistrictclerk.com/eservices/eservices.asp).

CASE NUMBER
Case numbers are assigned in sequential order by Central Intake at the time the original petition is filed.

Custody and visitation motions filed January 1980 through August 1985 were filed with a single suffix to the original case number (example, 198045551A).

Contempts and motions to modify filed July 1982 through August 1985 were filed with a double suffix to the original case number (example, 198245552AA).

Case numbers for cases filed since 1978 begin with the four-digit year of filing. Cases prior to 1978 begin with leading zeros (example, 000797932 or 001004523).

See Post Judgment Number below for more information.

CASE STATUS (CST)
Designates whether the case is currently active, disposed, in trial, on appeal, etc. This is changed as court activities affecting the status of the case are reported by the deputy district clerk in the court. See Case Status Codes in Appendix C.

CASE TYPE
The cause of action as identified by the Texas Judicial Council.

CONNECTION CODE (COC)
A three-character code that identifies a party's association to a case. See the code table in Appendix C.

CURRENT COURT (CRT)
If the case is pending, this is the court with current jurisdiction of the case. If the case is disposed, this is the court that disposed the case.

DATE FILED
Stamped on each document filed in the District Clerk's Office at the time of filing. The date shown on the screen should be the date the original petition was file-marked.

FILE COURT
The court to which the case is assigned at the time of filing.

IMAGE NUMBER
Image number for the document in the Electronic Document Management (EDM) system. The

EDM system allows the department to scan, index and store court documents via a PC.

JUDGMENT DATE (JUDG)
The date the final judgment was signed. This is updated when a disposal activity is reported by a deputy district clerk.

LAST CHANGE DATE (LCD)
Date the record was entered or date the record was last updated in the computer system.

PERSON NUMBER (PER) and CONNECTION NUMBER (CONN)
A person number is assigned to a party when that party is added to a case. Person numbers are assigned in sequential order beginning with number 1. Parties are assigned one person number per case. When adding and updating records, data entry personnel use the person number instead of the party's name. Person numbers are also used to inquire on parties.

The connection number (CONN) is a suffix to the person number. It identifies the number of capacities or associations the party has in the case (example, defendant, respondent, etc.). Connection numbers are assigned in sequential order beginning with number 1.

If a party has multiple capacities in the case, the party is assigned multiple connection numbers; however, the party's person number remains the same. Exception: Parties associated to cases prior to April 1997 may have multiple person numbers within a case record.

POST JUDGMENT NUMBER (PJN)
Case number suffix used to identify motions filed in family cases after a case has been disposed.

A PJN is assigned to each post-judgment motion filed and to all related documents and activities arising from the original case. The PJN identifier has been used since September 1, 1985.

PRO SE
An individual who chooses to represent himself or herself in court. A **Y** (for yes) or the party's person/connection number will display in a PRO SE field when applicable.

SELECTION FIELD
A blank line to the left of a listing used to select a record from a displayed list. To select a record, type the letter **X** on the blank line. After selecting a record (such as a case number, name, or document), transfer to another screen of information by pressing Enter or an appropriate F key.

SEQUENCE NUMBER (SEQ)
Counts records beginning with number 1. For example, the sequence number counts court settings for a case.

STYLE OF THE CASE (STYLE)
The style is created at the time the case is entered into the system and gives the names by which the case is identified. (Example: John Smith vs. General Motors.)

In cases involving more than one plaintiff or defendant, the style is the plaintiff named first versus the defendant named first in the original petition or other document that initiates the case. In certain non-adversary cases (no defendant involved), the style will be plaintiff vs. non-adversary, followed by the type of action. Example: Doe, John vs. INRE: Change of Name.

VOLUME AND PAGE NUMBER

The location on microfilm where an order or judgment is recorded.

Civil System Inquiry Screens

ACT - CIVIL COURT ACTIVITIES SUBSYSTEM

ACT 50 Court Activity General Inquiry
All signed orders and recorded activities for a case.

ACT 51 Court Activity Notice Inquiry
Notices generated for certain activities in a case.

ACT 51.10 Court Activity For/Against Inquiry
Parties for whom or against whom an order was signed.

ACT 52 Inquiry by Activity Date
Activities and orders signed during a date range.

ACT 53 Activity Microfilm Inquiry
Microfiche records for activities and orders in a case.

ACT 65 Court Activity Analysis
All activities in a case during a specified date range.

ATY - ATTORNEY SUBSYSTEM

ATY 35 Civil Attorney Inquiry
Attorney **name** inquiry. Allows transfer to ATY 36.

ATY 36 Civil Attorney Case Inquiry
Attorney bar number inquiry. Lists the Attorney's cases.

ATY 80 Attorney Vacation Inquiry

DKT - CIVIL COURT DOCKETING SUBSYSTEM

DKT 70 Case Setting History Inquiry for a case

DKT 80 Docket Setting Inquiry (list of cases on a court docket)

DWP - DISMISSAL FOR WANT OF PROSECUTION SUBSYSTEM

DWP 60 D.W.O.P. Notice Inquiry
A list of parties to whom D.W.O.P notices were sent.

INT - CIVIL CASE INTAKE SUBSYSTEM

INT 41   Document Inquiry
                  Documents filed in a case and recorded online.

INT 42   Detailed Document Inquiry
                  Details about documents filed and recorded online.

INT 55   Service Request Inquiry
                  Service documents requested for a case.

INT 57   Service Address Inquiry
                  Addresses used for service requests.

INT 60   Service Inquiry
                  Status information for service documents in a case.

INT 65   Party Inquiry Screens Submenu
                  Provides access to the suboptions used to inquire on people and companies
                  connected to cases.

INT 65.10   General Party Inquiry
                  Use a case number to access a list of parties to the case.

INT 65.20   Selected Connection Party
                  Use a case number and inquire on parties with a specific type of connection to
                  a case, example, all defendants or all witnesses for the prosecution.

INT 65.30   Specific Party Inquiry
                  Use a case number and either a person number or name to list documents filed
                  by or filed for a party.

INT 65.40   Name Inquiry Associated Cases
                  Inquire with the **name** of a person or company and access a list of cases to
                  which that party has been connected since 1981.

INT 65.45   Civil Name Inquiry Prior to 1981 Inquire with the **name** of a plaintiff type or
                  defendant type and access cases from 1969 - 1981.

INT 65.50   Witness Inquiry/Depositions (prior to 1992) Inquire with a case number and
                  access a list of witnesses deposed in the case prior to July 1992.

INT 65.60   Party Address Inquiry
                  Inquire with a case number and access the current mailing address for each
                  party in the case.

INT 65.70 Party Address History Inquiry
Inquire with a case number and person number and access address history for that party in the case.

INT 70 New Cases Filed Inquiry
A list of cases filed in Harris County Civil and Family District Courts during a specified date range.

INT 75 Case Summary Inquiry
Including judgment and appeal information.

INT 76 Consolidated Case Inquiry
A list of cases consolidated with a county civil case.

INT 77 Tax Property Inquiry
A list of tax cases on a particular piece of property.

INT 78 Court Transfer Inquiry
A history of court transfers for a case.

INT 85 Post-Judgment Summary Inquiry
A summary of post-judgment activity in a case.

MFL - CIVIL MICROFILM SUBSYSTEM

MFL 20 Civil Microfilm Inquiry Submenu
MFL 20.10 Microfilm General Minutes Inquiry
MFL 20.17 Microfilm Presystem Filmed Case Log
MFL 20.30 Presystem General Minutes Log
MFL 20.50 Microfilm Special Minutes Index
MFL 20.60 Microfilm Special Case Index
MFL 20.75 Microfilm Charges of the Court

See pages 131 - 133 for an explanation of these screens.

NTS - NOTICE TRACKING SUBSYSTEM

NTS 50   Notice Inquiry by Case
                  A list of generic case notices generated by a court.

PST - POST TRIAL SUBSYSTEM

PST 10   Post Trial Appeals Submenu

PST 10.20   Post Trial Appeal Inquiry

PST 30   Post Trial Abstracts Submenu

PST 30.20   Post Trial Abstract Inquiry
                  Requests for abstracts of a case.

PST 30.82   Post Trial Inquiry
                  Summary of post-trial activity in a case.

PST 50   Post Trial Bonds Submenu

PST 50.20   Post Trial Bond Inquiry

ACT 50 — General Court Activity Inquiry

Use ACT 50 to inquire on all signed orders and all recorded activities for a Harris County civil or family district court case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **ACT 50 or type "ACT 50"** in the option field at the top left of the screen and press Enter.

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ⓘ (4) RECORD(S) FOUND.

| CASE NUMBER: | 199501201 | POST JUDGMENT NUMBER: | 🔍 | CURRENT COURT: | 55 | PUB | Please Select ▾ |

| CASE TYPE: | MANDAMUS | | CASE STATUS: | DISPOSED (FINAL) |
| STYLE: | HUDSON, J R | | VS. | CITY OF HOUSTON TEXAS |

🗎 Inquiry Results ▾

☐	↕ DATE	↕ SEQ NUM	↕ ACT CODE	↕ PJN	↕ DESCRIPTION	↕ PJN	↕ COURT	↕ INS
☐	**02/14/1995**	4	8A		FINAL JUDGMENT SIGNED FOR PLAINTIFF (NON-JURY)		55	1
	PGS: 1	VOL: 8670	PG: 617	APP:	PGS: 1	LCD: 02/14/1995	CLERK: BOUDREAUX, ADOLPH	
	PAYMENT AMOUNT:		PERS/CONN:		-			
☐	**02/14/1995**	3	NCA		NO COSTS ALLOCATED		55	1
	LCD: 02/14/1995	CLERK: BOUDREAUX, ADOLPH						
	PAYMENT AMOUNT:		PERS/CONN:		-			
☐	**02/14/1995**	2	WMANX		ORDER SIGNED GRANTING WRIT OF MANDAMUS		151	1
	PGS: 1	VOL: 8670	PG: 617	APP:	PGS: 1	LCD: 02/17/1995	CLERK: BOUDREAUX, ADOLPH	
	PAYMENT AMOUNT:		PERS/CONN:		-			

| 1 | Total Pages | ⏪ ◀ | 1 ▾ | ▶ ⏩ | Records Per-Page | 20 ▾ |

| 🖧 NOTICE INQ | 🖧 DKT SET HIST | 🖧 ACT UPDT | 🖧 PARTY INQ | 🖧 GEN MIN INQ | 🖧 CASE SUMM INQ |
| 🖧 JUD FEE CORR |

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To inquire on court activity for a case:
1.   In the CASE NUMBER field, type the case number.
2.   Optional. In the Post Judgment Number field, type the post judgment number if applicable.
3.   If a member of the public is requesting information, select a **Y** from the drop-down PUB field to determine if the information can be disseminated.
4.   Press Enter.

To access a list of notices generated for an activity:
1.   Inquire as explained above.
2.   Using the mouse, click the checkbox beside a listing.
3.   Press the NOTICE INQ button and the ACT 51 Notice Inquiry screen will display.

EXPLANATION OF FIELDS

1.   CASE NUMBER: Required. Type the Harris County case number.

2.   POST JUDGMENT
     NUMBER: Post-judgment number. Type the post-judgment number, if
                                 applicable. For a list of valid post-judgment numbers for
                                 the case, select the lookup modal icon. It is used for
                                 code/people lookup-type cases and based on the amount of
                                 input fields required for search criteria.

3.   CURRENT COURT: Court where case is currently assigned.

4.   PUB: Public Access Indicator. Select 'Y' from the drop-down to
                                 determine if the case information can be disseminated to
                                 the public. If the case details should NOT be disseminated,
                                 INT 33 - Public Access HB1391 will display.

5.   CASE TYPE: Type of case filed with Harris County.

6.   CASE STATUS: Current case status.

7.   STYLE: Style of the case.

8.   ☐   Selection (Checkbox/Radio). Using the mouse, click the
                                 checkbox beside the selection and press the search button.

9.   DATE: Date the activity occurred or the order was signed.

10. SEQ NUM: Sequence number counting the activities and orders in the
                                 case beginning with number 1.

11.	ACT CODE:	One- to five-character code for the listed activity.
12.	PJN STAT:	Post-judgment status code if applicable.
13.	DESCRIPTION:	Literal explanation of the activity code in field 11.
14.	PJN:	Post-judgment number if applicable.
15.	COURT:	Court that reported the listed activity.
16.	INS:	Instrument type. The type of document used to introduce the activity into court. For an explanation of the displayed code, position the cursor in the field and press F11. Press Enter to return to the inquiry screen.
17.	VOL:	Volume of microfiche where the order is recorded.
18.	PG:	Page number on microfiche where the order is recorded.
19.	PGS:	Total number of pages in the listed order.
20.	APP:	Appendage. Alphabetic counter indicating if the record was omitted from a previous microfilming and had to be inserted.
21.	LCD:	Last change date. Last date the activity record was modified.
22.	CLERK:	Log-on ID or name (last name, first name) of the clerk who entered the activity.
23.	IMAGE NUM:	Image number of scanned document.
24.	MESSAGE RIBBON:	Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

ACT 51 — Notice Inquiry

Use ACT 51 to access a list of notices generated for certain activities in a case. Postcard notices are mailed to the Attorneys and proses connected to the case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **ACT 51 or type "ACT 51"** in the option field at the top left of the screen and press Enter.

****

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To access a list of all notices generated for a case:
1.   In the CASE NUMBER field, type the case number.
2.   Optional. In the PJN field, type a post-judgment number if applicable.
3.   Press Enter.

To access a list of specific notices generated for a case:
1.   In the CASE NUMBER field, type the case number.
2.   Optional. In any combination of fields (PJN – PRINTED DATE) type additional
      information to narrow the inquiry.
3.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.   CASE NUMBER: Required for all inquiries. Type the Harris County case
                            number.

2.   PJN: Post-judgment number. Type the post-judgment number, if
                            applicable. For a list of valid post-judgment numbers for
                            the case, select the lookup modal icon. It is used for
                            code/people lookup-type cases and based on the amount of
                            input fields required for search criteria.

3.   ACT DATE: Date the activity occurred or the order was signed that
                            generated the notice.

4.   ACTIVITY: Code for the activity that caused the notices to be printed.
                            For a list of activity codes, select the lookup modal.
                            From the list of Activity Codes, select the applicable by
                            clicking inside the checkbox. Select the Confirm button.

5.   PRINTED DATE: Date the notices were printed.

Display Fields

6.   STYLE: Style of the case. First plaintiff vs. first defendant.

7.   PUB: Public Access Indicator. Select 'Y' from the drop-down to
                            determine if the case information can be disseminated to
                            the public. If the case details should NOT be
                            disseminated, INT 33 - Public Access HB1391 will
                            display.

8. ☐ Selection (Checkbox/Radio). Using the mouse, click inside the checkbox beside the selection.
Press the FOR/AGAINST button to access a list of parties for whom or against whom a judgment order was signed.

9. NOTICE DATE: Date the notices were printed.

10. SEQ NUM: Sequence number counting the activities in the case beginning with number 1.

11. PJN: Post-judgment number.

12. PARTY NOTIFIED: Name of the party for whom the notice was generated.

13. ACTIVITY DATE: Date the source activity occurred or the order was signed.

14. ACTIVITY: Activity code and literal meaning of the code.

15. ADDRESS: Party's address where the notice was mailed.

16. PHONE: Party's phone number.

17. FOR/AGAINST: A **Y** (yes) means an order was signed issuing judgment for or against the parties. **N** (no) means the activity did not involve a judgment for or against the parties.

18. MESSAGE RIBBON: Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

ACT 51.10 — For/Against Inquiry

Use ACT 51.10 to access a list of the parties for whom or against whom an order was signed.
NOTE: ACT 51.10 and ACT 51 have been combined. Act 51.10 can be accessed via ACT 51.

ACCESS METHOD

After selecting the appropriate notice on ACT 51, press the FOR/AGAINST button in the Function Key Region of the page.
Click checkbox next to the record where FOR/AGAINST is 'Y'.

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****

Click the FOR/AGAINST button.

****

****

To access a list of parties for whom the order was signed:
1. If there is more than one page in the response, in the Data Pager Region, press the arrow button to scroll forward through the "for" records.

    The arrow button is displayed as: 🔘

To access a list of parties against whom the order was signed:
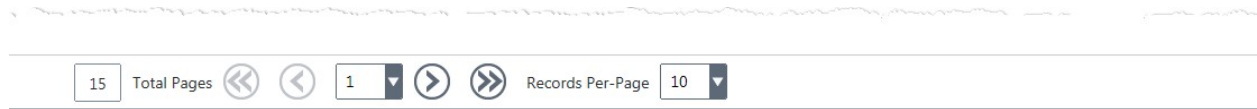1. If there is more than one page in the response, in the Data Pager Region, press the arrow button to scroll forward through the "against" records.

See an example of the Data Pager Region below:

To return to ACT 51, press the NOTICE INQUIRY button.

EXPLANATION OF FIELDS

1. PAGE:
    Displays the current page number and the total number of pages of parties for whom an order was signed. Use F8 to scroll forward and F7 to scroll backward through the "Parties For" records.

2. CASE NUMBER:
    Case number.

3. PJN:
    Post-judgment number. Type the post-judgment number, if applicable. For a list of valid post-judgment numbers for the case, select the lookup modal icon. It is used for code/people lookup-type cases and based on the amount of input fields required for search criteria.

4. NOTICE DATE:
    Date notice was printed.

5. SEQ NUM:
    Sequence number. A computer-generated number counting the activities in the case beginning with number 1.

6. ACT DATE:
    Date the activity occurred.

7. ACT CODE:
    Activity code and the literal meaning of the activity code.

8. PARTIES FOR:
    Person/connection number and name of the parties for whom the order was signed.

9. PARTIES AGAINST:
    Person/connection number and name of the parties against

whom the order was signed.

10. PAGE   When a response to an inquiry of parties against whom an
                              order was signed takes up more display space
                              than is available on one screen, use the Data Pager Region
                              to access additional screens of information.
                              Paging functionality has changed in J-Web.
                              Records per page displays the current page number and the
                              total number of pages of parties against whom an order
                              was signed.

11. MESSAGE RIBBON: Used for all mainframe and distributed system messages
                              related to the displayed page or system. Messages may be
                              single-line or multi-line depending on the validation
                              required.

<mark>(Placeholder)</mark> ACT 52 — Inquiry by Activity Date

**NOTE: This page is not available in Production yet, but has been converted in J-WEB.
ACT 52 will be available in production after the data is migrated to SQL.
Once this page is available in Production, the ACT 65 documentation will be converted to J-Web. The following is the ACT 52 Model 204 version.**

Use ACT 52 to inquire on a date or date range and access a list of cases for which activities or orders were entered during the specified time frame.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, type **ACT 52** in selection field at the bottom of the screen and press Enter.

****

```
JUPLH (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM      SEP 20,
1996(C1)
ACT52             CIVIL COURT ACTIVITY          OPT: _____ - ACT
             INQUIRY BY ACTIVITY DATE        PAGE:  1 OF  2


 [1]                  [2]
BEGINNING ACT DATE: 08011996   ENDING ACT DATE: 09151996
 [13]              [4]         [5]
CASE NUM: _____      COURT> ___    ACT CODE> _____

[6] [7]    [8] [9]    [10] [11]      [12]         [13] [14]
  CASE NUM   PJN  DATE   SEQ  ACT    DESCRIPTION       COURT INS
_ 199608300A_ __ 07/31/1996 1____ 1N___ JURY FEE PAID (TRCP 216) __ 311  4__
                            [15]
                  CLERK: NIKOLIS, DEBBIE J


_ 199544550__ __ 09/13/1996 2____ 8A___ FINL JUDG SIGNED FOR PLAINT 310  1__
                  CLERK: WORKMAN, CHARLIE_
_ 199544550__ __ 09/13/1996 1____ NCA__ NO COSTS ALLOCATED _____ 310  1__
                  CLERK: WORKMAN, CHARLIE_
_ 199609042__ __ 08/25/1996 1____ 3____ DISMSD FOR WANT OF PROSECUT 280  1__
                  CLERK: CARPENTER, STEVE_
_ 199609100__ __ 09/10/1996 3____ 7X___ TRANS TO HARRIS COUNTY DIS  309  1__
                  CLERK: NIKOLIS, DEBBIE J
_ 199609100__ __ 09/10/1996 2____ 8X___ TRANS TO ANOTHER HARRIS CO  312  1__
                  CLERK: NIKOLIS, DEBBIE J
 [16]
```

```
==> *** (10) RECORDS FOUND ***
 1=NOTICE INQ  2=SETING INQ
          7=BACKWARD   8=FORWARD          10=REFRESH   11=HELP


 ***********************************************************************
```

To access a list of cases with activities or orders signed during a specific time frame,
1.   In field 1, type the beginning date of the date range.
2.   To inquire on one day, leave field 2 blank. Field 2 will default to the same date entered in field 1. To inquire on a date range, type an ending date in field 2.
3.   To narrow the list to a particular case, court and/or type of activity, type information into any combination of fields 3 - 5.
4.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.   BEGINNING ACT
     DATE: Required. Type the start date on which an activity occurred or an order was entered into the system. Use MMDDYYYY format, example, January 8, 1999 is entered 01081999.

2.   ENDING ACT DATE: Defaults to the same date entered in field 1. To inquire on a date range, type an ending date. Use MMDDYYYY format.

3.   CASE NUM: Optional. Type the Harris County case number.

4.   COURT>:   Optional. Type the court in which the activity occurred. For a list of Harris County Civil District courts, type a **?** and press F11.

5.   ACT CODE>:   Optional. Type the one- to five-character activity code. For a list of valid codes, type a **?** and press F11.

Display Fields

6.   _: Selection field. Type an **X** and press F1 to access a list of notices generated for an activity or order.

7.   CASE NUM: Harris County case number.

8.   PJN: Post-judgment number.

9.	DATE:	Date the activity occurred or the order was signed.
10.	SEQ:	Sequence number counting the activities in a case starting from number 1.
11.	ACTIVITY:	One- to five-character activity code.
12.	DESCRIPTION:	Literal meaning of the activity code.
13.	COURT:	Court that reported the activity or order.
14.	INS:	Instrument type. The type of document used to introduce the activity into court.
15.	CLERK:	Name of the clerk who entered the activity into the computer system.
16.	==>:	Message line.

F-KEY OPTIONS

1=NOTICE INQ:	Type an **X** in field 6 beside a listing and then press F1 to transfer to ACT 51 - Notice Inquiry.
2=SETING INQ:	Press F2 to transfer to DKT 70 - Case Setting History.
7=BACKWARD:	Press F7 to access previous page.
8=FORWARD:	Press F8 to access next page.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

ACT 53 — Activity Microfilm Inquiry

Use ACT 53 to access the microfiche records entered by the Civil Micrographics section for activities and orders issued in a case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **ACT** then select **ACT53**.
Or, type **"ACT 53"** in the option field at the top left of the screen and press Enter.

****

ⓘ (4) RECORD(S) FOUND.

| CASE NUMBER: | 199500001 | PJN: | 🔍 | ACTIVITY CODE: | 🔍 | SEQ NUM: | | CURRENT COURT: | 295 |

CASE STATUS: **DISPOSED (FINAL)** CASE TYPE: **NAME CHANGE**

STYLE: **PHAM, NHUHUONG NGUYEN** VS. **NON-ADVERSARY (CHANGE OF NAME)**

PUB? Please Select ▾

🗋 Inquiry Results

ACT CODE: 8A	FILE DATE: 07/17/1995	INSTRUMENT: 1	PJN:
COURT NUM: 295	HEARING CRT:	TRANSFER CRT:	NOT TYPE: 1
ACT CLERK: JUQGS	ACT TRANS DATE: 07/17/1995	ACT TRANS TIME: 10:00:00	
ORDER TYPE: F	DATE ORD SIGNED: 07/17/1995	IMAGE NO:	
VOLUME: 9060	PAGE: 496	TOT PGS: 1 APPEND:	MIN TYPE:
NOTES:			
REFILM NOTES:			
MICRO CLERK: JU454	MICRO TRANS DATE: 07/19/1995	MICRO TRANS TIME: 10:00:00	
TRANS DATE: 07/19/1995	TRANS TIME: 10:00:00	SEQ NUM: 4	
LCDATE: 07/17/1995	LCTIME: 10:00:00	LCUSER: CONVR NO NAME FOUND	

| 4 | Total Pages | ⟪ ⟨ | 1 ▾ | ⟩ ⟫ | Records Per-Page | 1 |

🖳 ACT MFM CORR

****

To access microfiche information:
1.   In the CASE NUMBER field, type the case number.
2.   In the PJN field, type the post-judgment number, if applicable.
3.   To narrow the response, type an activity code in the ACTIVITY CODE field and/or a sequence number in the SEQ NUM field.
4.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.   CASE NUMBER: Required. Type the Harris County case number.

2.   PJN: Post-judgment number. For a list of valid post-judgment numbers for the case, select the lookup modal icon. It is used for code/people lookup-type cases and based on the amount of input fields required for search criteria.

3.   ACT CODE: Activity code. For a list of valid codes, select the lookup modal icon. It is used for code/people lookup-type cases and based on the amount of input fields required for search criteria.

4.   SEQ NUM: Sequence number for a particular activity.

Display Fields

5.   CUR CRT: Current court.

6.   CASE STATUS: Current case status.

7.   CASE TYPE: Type of case filed with Harris County.

8.   STYLE: Style of the case. First plaintiff vs. first defendant.

9.   ACT CODE: Activity code.

10. FILE DATE: Date the activity occurred or the order was signed.

11. INSTRUMENT: Instrument type code. Instrument used to introduce the activity into court.

12. PJN: Post-judgment number.

13. COURT NUM: Court that reported the listed activity.

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14.	HEARING COURT:	Displays only if an ancillary activity or an ancillary case type is listed. The ancillary matter may have been heard in a court other than the current court.
15.	TRANSFER CRT:	Displays only if the activity code is **7X** (transferred to Harris County district court) or **8X** (transferred to another Harris County district court).
16.	NOT TYPE:	Notice type. (Different types of notices are generated for different types of activities.)
17.	ACT CLERK:	Log-on ID of the clerk who entered the activity into the ACT subsystem.
18.	ACT TRANS DATE:	Date the activity record was created through the ACT 10 screen.
19.	ACT TRANS TIME:	Time the activity record was created through ACT 10.
20.	ORDER TYPE:	If the activity is an order, the type of order displays:

D = Document   **F** = Final
M = Mandatory   **T** = Temporary

21.	DATE ORD SIGNED:	Date the order was signed.
22.	IMAGE NO:	Image number of scanned document.
23.	VOL:	Volume number if activity was recorded on microfilm.
24.	PAGE:	Page number if activity was recorded on microfilm.
25.	TOT PGS:	Total number of pages on which the activity is recorded.
26.	APPEND:	Alphabetic counter indicating if the document was omitted from a previous microfilm record and had to be inserted.
27.	MIN TYPE:	Microfilm minute type code.

C = Confidential   **G** = General

28.	NOTES:	Comments entered by the microfilm clerk.
29.	REFILM NOTES:	Used if microfiche is refilmed. Cross-references to previous filming.
30.	MICRO CLERK:	Log-on ID of the clerk who microfilmed the activity record.

31. MICRO TRANS DATE: Date the microfilm record was created through the MFL 10 screen.

32. MICRO TRANS TIME: Time the microfilm record was created through MFL 10.

33. TRANS DATE: Date the activity was first recorded, either through the ACT or MFL subsystem.

34. TRANS TIME: Date the activity was first recorded, either through the ACT or MFL subsystem.

35. SEQ NUM: Sequence number counting the activities in the case beginning with number 1.

36. LCDATE: Last change date. Last date the microfilm record was changed.

37. LCTIME: Last change time. Last time the microfilm record was changed.

38. LCUSER: Last change user. Log-on ID of the user who last changed the microfilm record. **CONV** will display if the record was converted from the CICS1 VSAM files.

39. MESSAGE RIBBON: Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

(Placeholder) ACT 65— Court Activity Analysis

NOTE: This page is not available in Production yet, but has been converted in J-WEB. ACT 65 will be available in production after the data is migrated to SQL.
Once this page is available in Production, the ACT 65 documentation will be converted to J-Web. The following is the ACT 65 Model 204 version.

Use ACT 65 to inquire on the activities recorded by a court during a specified date range. Harris County personnel may also use ACT 65 to print a Daily Court Activity Transaction report.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, type **ACT 65** in selection field at the bottom of the screen and press Enter.

****

```
JUILF (8UE#)    JUSTICE INFORMATION MANAGEMENT SYSTEM    SEP 27, 1999(C1)
ACT65              CIVIL COURT ACTIVITY          OPT:_____ - ACT
                   COURT ACTIVITY ANALYSIS       PAGE:  1 - 286


 [1]    [2]    [3]                [4]        [5]
CRT> ___ AGCRT:___DATE: 03171999 - 03171999  ORD TYPE: _  ACT CODE> _____
 [6]         [7]        [8]                [9]
CASE TYPE> ___  CASE GROUP> _  READ TRANS DATE(Y/N): N    PRINTER>
RMT15___
 [10]
DISPLAY(V-VERIFIED,U-UNVERIFIED,A-ALL): A

[11][12]  [13]  [14]      [15]            [16]  [17][18]  [19]
  CASE    PJN  ACT DATE    ACTIVITY        TOT.PGS CRT TYPE  COR SUB
_ 199802081   03/17/1999  CSORX COURT SCHEUDLING OR 3    151 LEASE     _
 [20]
 CLERK: JU33E THOMPSON, JOE

_ 199861741   03/17/1999  APALF  ATTORNEY AD LITEM  2   315 CHILDREN  _
              [21]            [22]    [23]
              PTY NAM: PEREZ, JOHN J   CONN: ADA FEE:  $100.00

 [24]
 199855384
 199859140

_ 199861249   03/17/1999  PASSH  ORDER SIGNED PASSIN 2   129 LEASE     _
```

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_ 199861186   03/17/1999 CSORX COURT SCHEDULING OR 4   129 PERSONAL _
  CLERK: JU33E THOMPSON,
_ 199806040J   03/17/1999 CSORX COURT SCHEDULING OR 4   129 PERSONAL _
_ 199860915   03/17/1999 CSORX NO COSTS ALLOCATED   129 DAMAGES _
  CLERK: JU33E THOMPSON,

[25]
==> *** (1711) RECORDS FOUND ***

 1=CASE INQ   2=ACT INQ   3=VERIFY   4=CASE SRT   5=CORR SUB
        7=BACKWARD   8=FORWARD   9=PRINT   10=REFRESH   11=HELP

****

To access a list of court activities,
1.   In field 1, type the court number,
        and/or
        In field 2, type a date or a date range.
2.   To narrow the list, type information into any combination of fields 3 – 7 and/or field 9.
3.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.   COURT>:   Required if a date or date range is not entered. Type the
                                 court number. For a list of valid courts, type a **?** and press
                                 F11.
2.   AGCRT: Option unavailable. Attorney General Courts. When
                                 functioning, type 991, 992 or 993 to inquire on child
                                 support cases from the Attorney General's office.

3.   DATE: Required if a court is not entered. Defaults to 02171999,
                                 the date the verification process was implemented. Type a
                                 date or a date range. If only a beginning date is entered, the
                                 ending date defaults to the current date. Use
                                 MMDDYYYY format (ex. March 8, 1999 = 03081999).

4.   ORD TYPE: To narrow the response to a specific type of order that was
                                 signed, enter one of the following order type codes.

                                 D = Document   **F** = Final
                                 M = Mandatory   **T** = Temporary

5.   ACT CODE>:   To narrow the response to a specific type of activity, enter

an activity code. For a list of valid codes, type a **?** and press F11.

6. CASE TYPE>:   To narrow the response to a specific type of case, enter a case type code. For a list of valid case type codes, type a **?** and press F11.

7. CASE GROUP>:   To narrow the response to a specific case group, enter a case group code. For a list of valid codes, type a **?** and press F11.

8. READ TRANS DATE (Y/N):   Use this field to access responses by activity date or by transaction date. Defaults to **N** (no) to display activities based on the activity date in the record. Type a **Y** (yes) to display activities based on the transaction date in the record.

10. DISPLAY (V-VERIFIED, U-UNVERIFIED,A-ALL):   Defaults to **U** (unverified activity records). Type a **V** to inquire only on verified activity records. Type an **A** (all) to inquire on all activity records.

Display Fields

9. PRINTER>:   User's default printer ID displays. To re-route printout, type a different printer ID. For a list of valid printer IDs, type a **?** and press F11.

11. _: Selection field. Type an **X** and press the appropriate F key. See F-Key Options for more information.

12. CASE: Case number for the activity.

13. PJN: Post-judgment number.

14. ACT DATE: Date the activity occurred or the order was signed.

15. ACTIVITY: Activity or order type code and literal meaning of the code.

16. TOT.PGS: Total number of pages the activity or order occupies.

17. CRT: Court in which the activity occurred.

18. TYPE: Type of case filed with Harris County.

19. COR SUB: Indicates whether or not a correction has been submitted for the listed activity. **Y** = yes, correction submitted.

Blank = no correction submitted.

20. CLERK: Displays after activity records have been verified. Log-on ID and name of the clerk who verified the record.

21. PTY NAM: Displays only when the judge has signed an order to pay a court-appointed attorney, mediator or guardian ad litem. Name of the appointed party.

22. CONN: Connection code for name listed in field 21.

23. FEE: Fee awarded by the court to person listed in field 21.

24. {CASE NUMBER}:   Case number of adjunct cases, if any.

25. ==>:   Message line.

F-KEY OPTIONS

1=CASE INQ: Type an **X** in the field to the left of a listing and then press F1 to transfer to INT 75 - Case Summary Inquiry.

2=ACT INQ: Type an **X** in the field to the left of a listing and then press F2 to transfer to ACT 50 - General Inquiry.

3=VERIFY: Access restricted.

4=CASE SRT: Press F4 to resort the displayed records in case number order. To sort by date, press F4 again.

5=CORR SUB: Access restricted.

7=BACKWARD: Press F7 to access previous page.

8=FORWARD: Press F8 to access next page.

9=PRINT: Press F9 to print a Daily Court Activity Transaction Report. The report will print on the Harris County printer designated in field 9. (This is not available to subscribers.)

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

ATY 35 — Civil Attorney Inquiry

Use ATY 35 to inquire on an Attorney's name and determine if that Attorney is listed in the Harris County District Clerk's Attorney register.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **ATY** then select **ATY 35**.
Or, type **"ATY 35"** in the option field at the top left of the screen and press Enter.

****

****
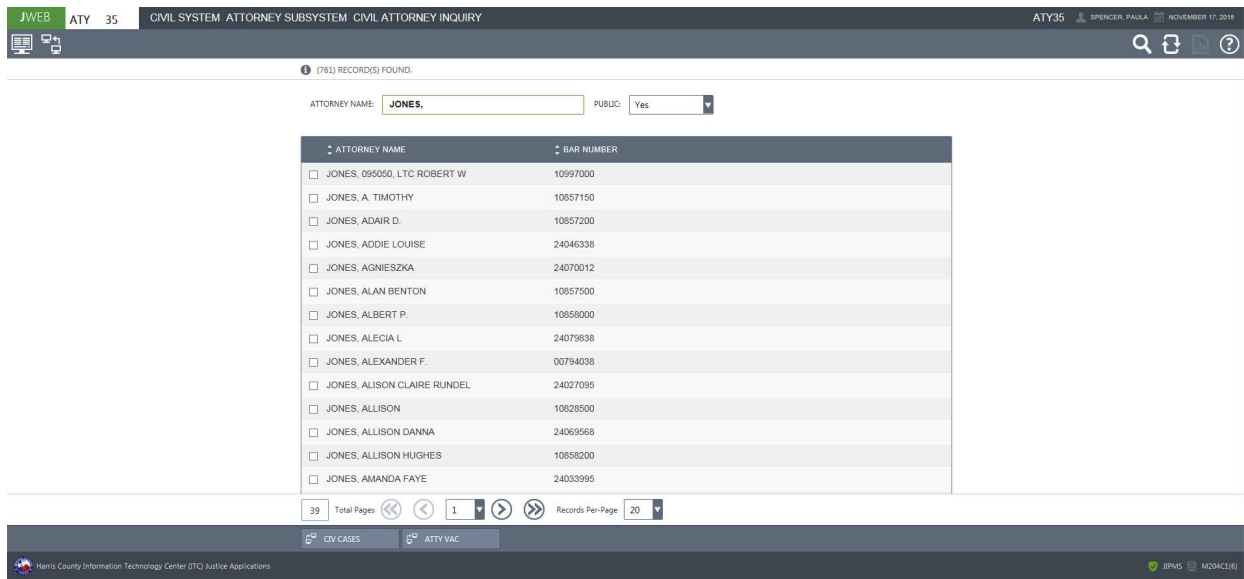
To inquire on an Attorney:
1. In the ATTORNEY NAME field, type the Attorney's name. Use last name, first name format. (Partial names may be entered.)
2. Press Enter.

To access a list of civil district court cases to which an Attorney is associated:
1. Inquire as explained above.
2. Using the mouse, click the selection checkbox next to the appropriate listing.
3. Press the CIV CASES button and the ATY 36 screen will display.

To access an Attorney's vacation history record:
1. Inquire as explained above.
2. Using the mouse, click the selection checkbox next to the appropriate listing.
3. Press the ATTY VAC button and the ATY 80 screen will display.

EXPLANATION OF FIELDS

1. ATTORNEY NAME: Type the Attorney's name using last name, first name format. At least the first 3 characters of the last name must be entered.

                              See Appendix B for more information about name inquiries.

2. ☐   Selection (Checkbox/Radio). Using the mouse, checkbox beside the selection and press the search button.

3. ATTORNEY NAME: Names of the Attorneys found in the response.

4. BAR NUMBER: Attorney's Texas State Bar number.

ATY 36 — Civil Attorney Case Inquiry

Use ATY 36 to inquire on an Attorney's bar number and access a list of Harris County civil district court cases for which that Attorney is listed as counsel.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **ATY** then select **ACT36**.
Or, type **"ATY 36"** in the option field at the top left of the screen and press Enter.

****

****

To access the summary of a case:
1.   Inquire as explained above.
2.   Select the checkbox next to the appropriate case.
3.   Select the CASE SUMM button.

To access the setting history for a case:
1.   Inquire as explained above.
2.   Select the checkbox next to the appropriate case.
3.   Select the SET HIST button.

To access an Attorney's vacation record:
1.   Inquire as explained above.
2.   Select the ATTY VACA button.

EXPLANATION OF FIELDS

Inquiry Fields

1.   BAR NUM: Required. Type the Attorney's Texas State Bar number and press Enter.

2.   TRANS DT: Optional. Transaction Date. Type the date or date range when a document was filed or an activity occurred in a case. Use MMDDYYYY format.

3.   PRINTER ICON: The F9-PRINT key will be replaced by a Print Report command button. If the ATY 36 report is used, the Print button will be enabled and will display the user's default printer ID.
                                If the report is not used, the Print button will be disabled.

4.   COURT NUM: Optional. Select a court number from the drop-down to access a list of the Attorney's cases assigned to that court.

5.   SETTING DT: Optional. Type a date (MMDDYYYY) or a date range to access a list of the Attorney's cases set during that date range. When inquiring on all courts, the maximum date range for an inquiry is one week.
                                The date or date range can also be selected from the calendar icon.

6.   ACTIVE ☐ :   Optional. Using the mouse, click the checkbox beside this field to narrow the response to the Attorney's active cases.

7. DISPOSED ☐ :   Optional. Using the mouse, click the checkbox beside this
                            field to narrow the response to the Attorney's disposed
                            cases.

8. CASE NUM: Optional. Type a single case number to narrow the inquiry
                            to a specific case or type a range of case numbers to
                            narrow the inquiry to several cases.

9. CASE STAT: Optional. Select the case status code from the drop-down
                            to narrow the inquiry to cases with a particular status.

10. PUB?:   Public Access Indicator. Select a **Y** to determine if the case
                            information can be disseminated to the public. If the case
                            details should NOT be disseminated, INT 33 - Public
                            Access HB1391 will display.

Display Fields

11. ATTORNEY NAME: Name of Attorney associated with bar number or agency
                            associated with ID number.

12. SPN: Attorney's or agency's Harris County system person
                            number (used in the criminal system).

13. LAST ADDRESS: The last address, phone and fax number recorded for the
    PHONE: FAX: Attorney or agency in the District Clerk's Attorney register.

14. SEL: Selection field. Use the mouse to **c**lick inside the checkbox
                            next to a case and select the appropriate Function key.

15. CASE: Civil case number.

16. CRT: The court where the case is assigned.

17. CON.COD: Connection code identifying the Attorney's or agency's
                            connection to the case.

18. FIL DAT: Date the case was filed in the District Clerk's Office.

19. NXT SET DT: Next court setting date.

20. CASE STAT: Current case status.

21. DISP.DATE: Date (MMDDYYYY) the judge signed a disposition order in the case, if applicable.

22. MESSAGE RIBBON: Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

ATY 80 — Attorney Vacation Inquiry

Use ATY 80 to access an Attorney's vacation records.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **ATY** then select **ATY80**.
Or, type **"ATY 80"** in the option field at the top left of the screen and press Enter.

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To access an Attorney's vacation history records:
1. In the BAR NUMBER field, type the Attorney's bar number.
   OR
   In in the ATTORNEY NAME field, type the Attorney's name.
2. Optional. In the VACATION FOR YEAR(S) field type a year or range of years to narrow the inquiry.
3 Press Enter. Records will display in chronological order with the most recent year listed first. Note: The records will display in the list view instead of showing one year in one page. If there are more records for the displayed year than what will fit on one screen, go to the Data Pager Region of the page and click either the single arrows to proceed forward or backward one page at a time or the double arrows to view the first or last page.

EXPLANATION OF FIELDS

Inquiry Fields

1.	BAR NUMBER:	Type Attorney's bar number.
2.	ATTORNEY NAME:	Type Attorney's name in last name, first name format. Partial names can be entered. See Appendix B for more information.
3.	VACATION FOR YEAR(S):	Optional. Type a year or range of years.

Display Fields

4.	CIVIL FAMILY:	Court indicator designating types of courts in which Attorney practiced prior to 1999. **C** = civil district court, **F** = family court. Defaults to **C** for vacation records entered since 1999.
6.	FROM ... THRU:	Beginning date and ending date of scheduled vacation.
8.	CIVIL FILE DATE:	Date vacation request in civil court division was filed with Harris County.
9.	FAMILY FILE DATE:	Date vacation request in family court division was filed with Harris County.
10.	LCUSER:	Last change user. Log-on ID of person who last changed displayed information.

11. MESSAGE RIBBON: Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

12. PRINTER ICON: The F9-PRINT key will be replaced by a Print Report command button. The Print button will be enabled and will display the user's default printer ID.

13. PAGE: The records per page (in the Data Pager Region) displays the current page number and the total number of pages of vacation records for the year specified. Use the single arrows to scroll forward or backward one page at a time through the "Parties Against" records.

DKT 70 — Case Setting History

Use DKT 70 to access case setting history for a particular case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **DKT** then select **DKT70** from the Civil Case Intake menu.
Or, type **"DKT 70"** in the option field at the top left of the screen and press Enter.

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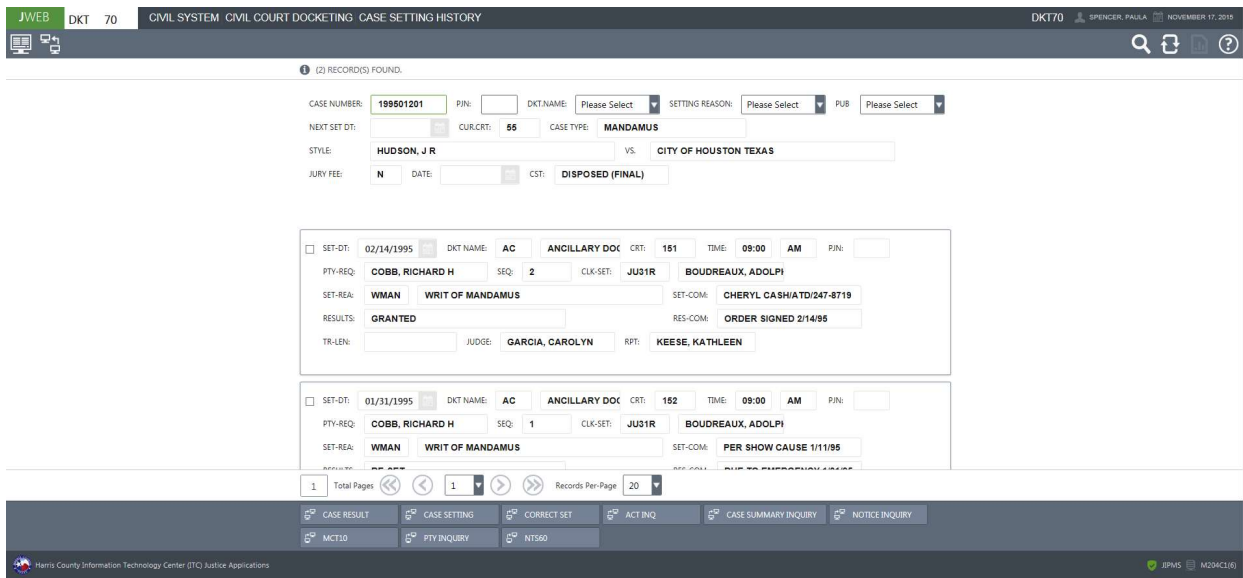
To view the setting history for a case:
1.   In the CASE NUMBER, type the case number.
2.   Optional. In the PJN and DKT.NAME fields, type the appropriate information to narrow the inquiry.
3.   If a member of the public is requesting information, select **"Y"** from the drop-down PUB field to determine if the information can be disseminated.
4.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.   CASE NUMBER: Required. Type Harris County case number.

2.   PJN: Optional. Post-judgment number.

3.   DKT.NAME: Optional. For a list of valid docket name codes, select the drop-down button for the DKT.NAME field.

4.   SETTING REASON: Optional. For a list of valid setting reason codes, select the drop-down button for the SETTING REASON field.

5.   PUB: Public Access Indicator. In the PUB field, select **"Y"** from the drop-down to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

Settings display in chronological order from most recent to least recent.

6.   NEXT SET DT: Date of next court setting.

7.   CUR.CRT: Court to which case is currently assigned.

8.   CASE TYPE: Type of case.

9.   STYLE: Style of case.

10. JURY FEE: Displays **Y** (yes) or **N** (no) to indicate if jury fee has been paid.

11.	DATE:	If **Y** displays in field 10, date jury fee was paid.
12.	CST:	Case status.
13.	CFL:	**No longer used.**
14.	☐	Selection (Checkbox/Radio). Using the mouse, click the checkbox beside the selection and press the applicable transfer button to transfer to an entry screen. Not used for inquiry.
15.	SET-DT:	Date of setting.
16.	DKT NAM:	Docket name code.
17.	CRT:	Court to which case was assigned.
18.	TIME:	Time of court setting.
19.	PJN:	Post-judgment number.
20.	PTY-REQ:	Name of party requesting the setting.
21.	SEQ:	Computer-generated number counting the court settings beginning with number 1.
22.	CLK-SET:	Log-on ID and name of clerk who entered the setting.
23.	SET-REA:	Reason for the setting.
24.	SET-COM:	Comments regarding the setting.
25.	RESULTS:	Results of the setting.
26.	RES-COM:	Comments regarding the results.
27.	TR-LEN:	Estimated length of the trial.
28.	JUDGE:	Name of judge presiding.
29.	RPT:	Name of court reporter.
30.	MESSAGE RIBBON:	Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

DKT 80 — Docket Setting Inquiry

Use DKT 80 to inquire on a court docket by date, court, and type of docket. Dockets may be further specified using setting time and/or results.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **DKT** then select **DKT80**.
Or, type **"DKT 80"** in the option field at the top left of the screen and press Enter.

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To inquire on a court docket,
1. In the SETTING DATE field, type the setting date.
2. In the SETTING COURT field, type the court number.
3. In the DOCKET field, type the docket name code.
4. Optional. Type the docket time in the TIME: M: fields and/or a result code in the RESULT Field.
   Press Enter.

To access the setting history for a case:
1. Inquire as explained above.
2. Click the checkbox next to the appropriate case.
3. Select the Setting History button and the DKT 70 - Case Setting History screen will display.

EXPLANATION OF FIELDS

Inquiry Fields

1. SETTING DATE: Required. Type docket date in MMDDYYYY format. Example, April 8, 1999 = 04081999.

2. SETTING COURT: Required. For valid court numbers, select from the drop-down menu.

3. DOCKET: Required. For valid docket name codes, select from the drop-down menu.

5. RESULT: Optional. For valid result codes, select from the drop-down menu.

6. OPEN SET: Number of open settings on the docket.

Display Fields

4. TIME: Optional. Type time of setting without a colon, then type A for a.m. or P for p.m. Example, 9 a.m. = 0900 AM.

7. ☐   Selection (Checkbox/Radio). To transfer to another option that will display information for a particular case, using the mouse, click the checkbox beside the selection and press the applicable transfer button.

8. PRI: Case's priority on court docket. Highest priority is 1, increasing numerically to 999.

9. CASE: Case number.

10. PJN: Post-judgment number.
11. SEQ: Computer-generated number counting the number of court settings for a case beginning with number 1.

12. STATUS: Case status code.

13. SETTING TYPE: Literal description of setting reason.

14. PTY REQ SETTING: Name of party who requested the setting. If blank, see field 17 for setting comments.

15. SET-COM: Comments regarding the setting.

16. RES-COM: Comments regarding the results.

17. RESULTS: Setting results.

18. TIME: Time of setting.

19. MESSAGE RIBBON: Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

DWP 60 — Dismiss for Want of Prosecution Notice Inquiry

Use DWP 60 to access a list of the parties to whom an intent to DWOP and/or a notice of final dismissal was mailed.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **DWP** then select **DWP60**.
Or, type **"DWP 60"** in the option field at the top left of the screen and press Enter.

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COMMENT:

INTENT DATE: PJN: GROUP NUM: **10**   LCUSER: LCD:

ATTORNEY/PRO SE: PNO?   NAME:

ADDRESS:

COC: PHONE:

COMMENT:

FINAL DATE: **01/28/2000**   DISMISSAL DT: **01/18/2000**   LCUSER: **JU2F4**   LCD: **01/27/2000**

ATTORNEY/PRO SE: **00793154**   PNO? **N**   NAME: **MURRAY, RODDRICK D**

ADDRESS: **1314 TEXAS AVE #400, HOUSTON, TX 77002**

COC: **VPA**   PHONE: **(713) 227-8001**

IMAGE: **335333**   VOL: PG: TOT PGS: **17**   INT BYPASS IND: **Y**

COMMENT:

| 1 | Total Pages | « | ‹ | 1 ▼ | › | » | Records Per-Page | 20 ▼ |

| INTENT/ENT | INTENT/INQ | ADDI/PARTY | VER/INQ | DISMIS/ENT | ADDI/CASES |

****

To access a list of parties who were issued an intent to DWOP and/or a final dismissal notice:
1.   In the CASE NUMBER field, type the case number.
2.   In the PJN field, type the post-judgment number, if applicable.
3.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.   CASE NUMBER: Harris County case number.

2.   PJN: Post-judgment number, assigned when there is post-judgment activity for a case.

Display Fields

3.   PRINTER ICON: The F9-PRINT key will be replaced by a Print Report Icon. If the DWP 60 report is used, the Print button will be enabled and will display the user's default printer ID. If the report is not used, the Print button will be disabled.

4.   STYLE: Style of the case. First plaintiff vs. first defendant.

5.   CASE FILE LOCATION: No longer used.

6.   COURT: Court number for the court that issued the intent to DWOP or final dismissal notice.

7.   INTENT DATE: Date printed on the intent to DWOP notice.

8.   PJN: Post-judgment number.

9.   GROUP NUM: Computer-generated number identifying the intent to DWOP and/or final dismissal group for the case.

10.   LCUSER: Last change user. "DWP10" displays in this field after the initial record of intent to DWOP is generated. If someone changes the name and/or address in the record, that user's log-on ID will display instead.

11.   LCD: Last change date.

12.   ATTORNEY/PRO SE: The bar number of the Attorney or the person number of the pro se to whom a notice was mailed.

13. PNO?:   Person number indicator. **Y** (yes) means the number in the phone field is a pro se's person number. **N** (no) means the number in the phone field is an Attorney's bar number.

14. NAME: Name of the individual to whom the notice was sent.

15. ADDRESS: Address to which the notice was mailed.

16. COC: Connection codes for the individual identifying his or her associations with the case. See Appendix C.

17. PHONE: Contact phone number for the Attorney or pro se.

18. COMMENT: Comments about the DWOP notice.

19. FINAL DATE: Date printed on the final dismissal notice.

20. DISMISSAL DT: Date the judge signed the dismissal order.

21. LCUSER: Last change user. The log-on ID of the person who entered dismissal parameters, marked the case for final dismissal, or last changed the name and/or address information record.

22. LCD: Last change date.

23. ATTORNEY...PHONE: See explanation of fields 12 - 17 above.

24. IMAGE: Image number for scanned document.

25. VOL...TOT PGS: The microfilm volume and page number where the order is located. Also includes total number of microfilmed or imaged pages.

26. INT BYPASS IND: If a **Y** (yes) displays, the intent to DWOP notice was bypassed and only the final dismissal notice was generated.

27. COMMENT: Comments about the dismissal notice.

INT 33 — Public Access HB1391

INT33 displays when subscribers, individuals using public information terminals, and other users who access public records inquire on case information that is restricted by HB 1391. Until a case becomes public record, restricted users will receive a notice of confidentiality.

Pleadings and other documents filed in dissolution of marriage suits (i.e., annulment, divorce, alienation of affection), and parent-child relationship suits (i.e., adoption, custody, paternity, support, etc.), and protective order and temporary protective order cases filed in Harris County on or after September 1, 2003 may be released only to the parties involved until one of the following requirements is met:

1. At least one day has elapsed since the citation or notice was served
2. 31 days have elapsed since the pleading was filed
3. A waiver of notice or citation was filed

ACCESS METHOD

Inquire on a case number from any Civil Inquiry screen. Some screens require a public dissemination indicator.

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INT 41 — Document Inquiry

Use INT 41 to inquire on documents filed in a case. Two document records can display on each screen. See Appendix D for a list of documents that are recorded in the computer system.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT** then select **INT41** from the Civil Case Intake menu.
Or, type **"INT 41"** in the option field at the top left of the screen and press Enter.

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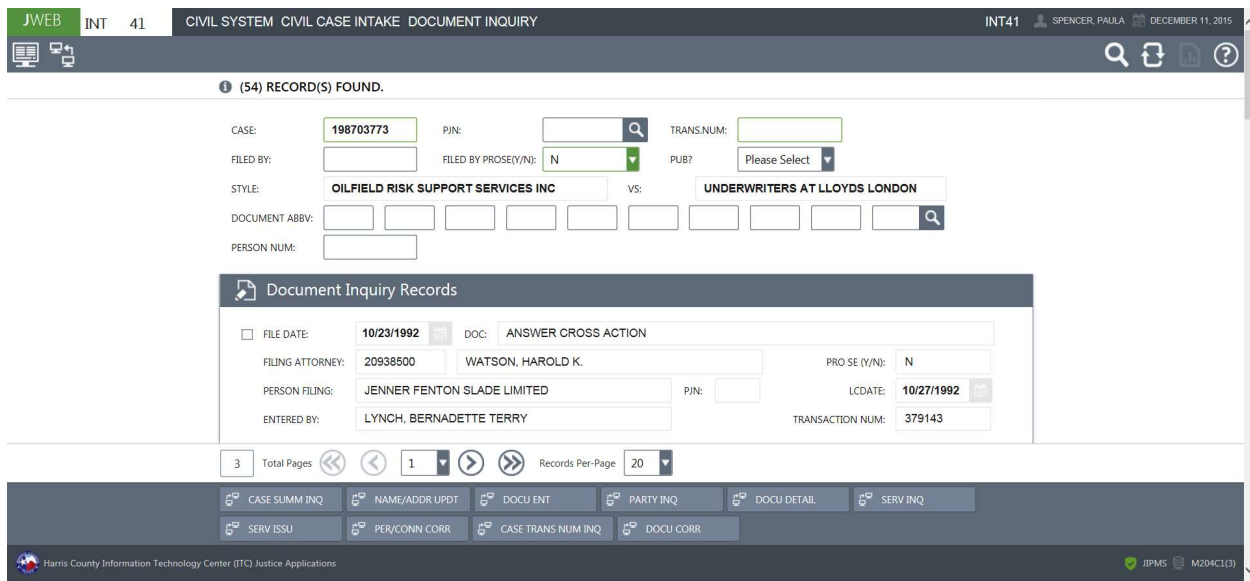
To inquire on documents filed:
1. Type a case number in the CASE field, or a transaction number in the TRANS.NUM field.
2. Optional. To view documents filed by a particular Attorney or pro se, type the Attorney bar number or pro se person number in FILED BY field. If the party is a pro se, select **Y** (yes) from the FILED BY PROSE(Y/N) drop-down field.
3. If a member of the public is requesting information, select **Y** from the PUB drop-down field to determine if the information can be disseminated.
4. Optional. Narrow the inquiry by typing information into any combination of fields: PJN, DOCUMENT ABBV, and PERSON NUM.
5. Press Enter.

To access details about a document:
1. Inquire as explained above.
2. Next to the appropriate listing, click inside the checkbox.
3. Select the "DOCU DETAIL" button and the INT 42 Detailed Document Inquiry screen will display.

EXPLANATION OF FIELDS

Inquiry Fields

1. CASE: Harris County civil case number.

2. PJN: Post-judgment number. For a list of valid post-judgment numbers for the case, click the lookup modal icon.

3. TRANS. NUM: Unique, computer-generated transaction number for each new type of action filed in the case.

4. FILED BY: Bar number of the Attorney or person number of the pro se who filed documents.

5. FILED BY PROSE (Y/N):   Required when inquiring with FILED BY field. Select **Y** (yes) from the drop-down menu if the filing party identified in field 4 is a pro se. Defaults to **N** (no).

6. PUB?   Public Access Indicator. Select **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

8. DOCUMENT ABBV: Document type code. For a list of valid codes, select the lookup modal icon.

9. PERSON NUM: Person number of party named in the document.

Display Fields

7.	STYLE:	Style of the case.
10.	☐	Selection (Checkbox/Radio). Using the mouse, click the checkbox beside the selection and press the "DOCU ENT", "PARTY INQ", or the "DOCU DETAIL" button to transfer with a particular transaction number.
11.	FDA:	Date document was filed.
12.	DOC:	Type of document filed in the case.
13.	FILING ATTORNEY:	Bar number and name of the Attorney who filed the document, or the pro se's name if a pro se filed the document.
14.	PRO SE (Y/N):	Indicates whether or not a pro se party representing himself or herself filed the document.
15.	PERSON FILING:	Person named in the document.
16.	PJN:	Post-judgment number.
17.	LCDATE:	Date on which the record was last changed.
18.	ENTERED BY:	Name of the clerk who created document record.
19.	TRANSACTION NUM:	Unique, computer-generated tracking number for each new type of action filed in a case.
20.	MESSAGE RIBBON:	Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

INT 42 — Detailed Document Inquiry

Use INT 42 to access details about documents filed in a case (one document per screen). See Appendix D for a list of documents that are recorded in the computer system.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT** then select **INT42** from the Civil Case Intake menu.
Or, type **"INT 42"** in the option field at the top left of the screen and press Enter.

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To access details about documents filed in a case:
1. In the CASE NUMBER field, type a case number.
   OR
   In the TRANS NUM field, type a transaction number.
2. Optional. In any combination of fields (PJN, FILED BY, FILED BY PROSE (Y/N), PERSON NUM and/or PUB), type the appropriate information to narrow the inquiry.
3. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. CASE NUMBER: Harris County civil case number.

2. PJN: Post-judgment number, if applicable. For a list of post-judgment numbers for the case, select the lookup modal icon.

3. TRANS. NUM: Unique, computer-generated transaction number for each new type of action filed in a case.

4. FILED BY: The bar number of the Attorney who filed the documents.

5. FILED BY PROSE (Y/N):   Select a **Y** (Yes) from the drop-down menu to inquire on documents filed by a party representing himself or herself. Defaults to **N** (No).

6. DOCUMENT: Code for the type of document filed. For a list of valid document codes, select the lookup modal icon.

7. PERSON NUM: The person number of the party named in the document.

Display Fields

8. TRANS NUM: Unique, computer-generated transaction number for each new type of action filed in a case.

9. PJN: Post-judgment number.

10. PERSON/CONN: The person/connection number of the party named in the document.

11. INSTRUMENT: Instrument number code identifying the type of pleading being issued.

12.	FILE DATE:	The date the document was filed.
13.	DOCUMENT:	Code for the type of document filed.
14.	COURT:	The number of the court where the case is currently assigned.
15.	EMPL. NAME:	Name of employer named in a civil suit.
16.	CREDIT AMT:	Acknowledged money credits.
17.	ADDRSEE:	Party number identifying who must answer interrogatory.
18.	ACCIDENT DT:	The date on which industrial accident occurred, if applicable.
19.	ACCIDENT BOARD NUM:	Industrial Accident Board number.
20.	COUNTY:	The County code where the service address is located.
21.	ATTACH DATE:	File date for writ of attachment.
22.	ATCH ISS. DAT:	The date the attachment was issued.
23.	CASE CONNECT:	Case number of the case connected to the plea of privilege.
24.	CRIMINAL CASE:	Associated criminal case numbers.
25.	DECEASED:	Party number of deceased parties. Displays only in suggestion-of-death cases.
26.	JUD AMOUNT:	Garnishment judgment amount.
27.	JUDGMT DATE:	Garnishment judgment date.
28.	SEVER FINAL:	Displays a **Y** (yes) or an **N** (no) to indicate if severance is final.
29.	SEVER ORD DT:	The date severance order was signed.
30.	TENDER TYPE:	Code for type of garnishment payment (example, property or money).
31.	TENDER AMT:	Dollar value of garnishment payment.
32.	GARN DATE:	Date garnishment was issued.
33.	PJN ANSWER:	Number of the post-judgment action being answered.

34. PMT TYPE: Code identifying form of garnishment money payment (example, check, money order or escrow account).

35. TEND DT: Date receipt was issued for garnishment payment.

36. RECPT: Receipt number for garnishment payment.

37. GARN TYPE: Type of garnishment:

                          After Judgment - Garnishment assessed after final judgment order was signed.

                          Before Judgment - Garnishment assessed before final judgment order was signed.

38. GARNISHEE: The name of the person against whom garnishment was filed.

39. DEPO TYPE: The type of deposition.

40. COST DEPO: The cost of the deposition.

41. DESTRUCT DT: The scheduled destruction date of the case depositions.

42. DEPO TOT COST: The total cost of the depositions for the case.

43. DEPO BAR #:   The bar number of the Attorney requesting the deposition.

44. AMOUNT#:   The amount of the deposition.

45. MESSAGE RIBBON: Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

INT 55 — Service Request Inquiry

Use INT 55 to inquire on service documents requested in Harris County civil and family district court cases.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT** then select **INT55** from the Civil Case Intake menu.
Or, type **"INT 55"** in the option field at the top left of the screen and press Enter.

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To inquire on service documents,

1. Type a transaction number in the TRANSACTION NUM field, a case number in the CASE NUM field, and/or a tracking number in the TRACKING NUM field.
2. Optional. Type information in the PJN field and/or in the PERSON/CONNECTION field to narrow the inquiry.
3. If a member of the public is requesting information, select **Y** from the PUB drop-down menu to determine if the information can be disseminated.
4. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. TRANSACTION. NUM: Unique, computer-generated transaction number for each new type of action filed in a case.

2. CASE NUM: Harris County civil case number.

3. PJN: Post-judgment number. For a list of valid post-judgment numbers for the case, select the lookup modal icon.

4. TRACKING NUM.:   Unique, computer-generated tracking number for the service document.

5. PERSON/CONNECTION: The person/connection number of the party being served.

6. PUB?:   Public Access Indicator. Select a **Y** from the drop-down to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

7. TRANSACTION NUM: Unique, computer-generated transaction number for each new type of action filed in the case.

8. TRACKING NUM: Unique, computer-generated tracking number for the service document.

9. TYPE OF ACTION: Type-of-action code.

10. PERSON/CONNECTION: The person/connection number of the party being served.

| 11. | PARTY BEING SERVED: | Name of party being served based on person/connection code in field 10. |

11. PARTY BEING SERVED: Name of party being served based on person/connection code in field 10.

12. REQUEST DATE: Request date. Date service was requested.

13. SERVICE TYPE: Service type. Code for the type of service being requested.

14. SERVICE STATUS: Service status.

15. DELIVERED TO: The agency to which the service document was delivered. Ex. C01 = Constable Precinct 1.

16. CLERK ASSIGNED: The log-on ID and name of the clerk assigned to issue the service.

17. ASSIGNED DATE: The date the clerk was assigned to the service.

18. ATTORNEY REQUESTING: The bar number of the Attorney who requested the service.

19. OR PRO SE: If a pro se requested the service, the pro se's person number displays.

20. NAME: The name of the person who requested the service based on the bar number in field 18 or the person number in field 19.

21. INSTRUMENT NUMBER: Code identifying the type of service issued.

22. PAPER: Code for newspaper where citation is to be published.

23. COPIES: The number of copies requested.

24. CERTIFIED Indicates whether or not copies are certified. **Y** = yes; **N** = No.

25. ORIGINAL PETITION: Literal meaning of the instrument code in field 21.

26. COUNTY: The county where the service is obtained, ex. 101 = Harris County.

27. APPEAR DATE: The date the person is to appear in court.

28. EXPIRE DATE: The date the service paper expires.

29. ISSUE CLERK: Log-on ID and name of the clerk who issued the service.

30. ISSUE DATE: The date the service was issued.

31. REISSUE CODE: If service was reissued, displays code for the reissue reason.

32. TAX ENT: Used for tax cases. Displays the code of the taxing entity named in the suit.

33. MESSAGE RIBBON: Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

INT 57 — Service Address Inquiry

Use INT 57 to inquire on addresses for service requests issued in Harris County civil and family district court cases.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT** then select **INT57** from the Civil Case Intake menu.
Or, type **"INT 57"** in the option field at the top left of the screen and press Enter.

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To inquire:
1. Type the transaction number in the TRAN field, the case number in the CASE field and/or the tracking number in the TRK field.
2. Optional. Type information in the PJN field and/or PER/CON field to narrow the inquiry.
3. If a member of the public is requesting information, select **Y** from the PUB drop-down menu to determine if the information can be disseminated.
4. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. TRAN: Unique, computer-generated transaction number for each new type of action filed in a case.

2. CAS: Harris County civil case number.

3. PJN: Post-judgment number, if applicable. For a list of post-judgment numbers in the case, select the lookup modal icon.

4. TRK: Unique, computer-generated tracking number for the service document.

5. PER/CON: Person/connection number of the party being served.

6. PUB?:   Public Access Indicator. Select **Y** (yes) from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

7. TRANSACTION NUM: Unique, computer-generated transaction number for each new type of action filed in a case.

8. CASE NUM: Harris County civil case number.

9. PJN: Post-judgment number.

10. TRACK NUM: Unique, computer-generated tracking number for the service document.

11. PERSON/CONNECTION: Person/connection number of the party being served.

12.	SEQ NUM:	Counts the number of service addresses for the party beginning with number 1.
13.	ADDRESS AVAILABLE IND:	A **Y** displays if an address record has been entered.
14.	PARTY BEING SERVED:	The name of the person being served, based on the person/connection number in field 10.
15.	ADDRESS:	A U.S. address used for delivery of the service document.
16.	FOREIGN ADDRESS:	An address outside the United States used for delivery of the service document.
17.	COMMENT:	Comments about the service.
18.	MESSAGE RIBBON:	Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

INT 60 — Service Inquiry

Use INT 60 to inquire on the status of service documents requested in Harris County civil and family district court cases.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT** then select **INT60** from the Civil Case Intake menu.
Or, type **"INT 60"** in the option field at the top left of the screen and press Enter.

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To inquire on service documents,
1. Type a case number in field 1, a tracking number in field 3 and/or a transaction number in field 4.
2. Optional. Type a PJN in field 2 and/or a service status code in field 5 to narrow the inquiry.
3. If a member of the public is requesting information, type a **Y** in field 6 to determine if the information can be disseminated.
4. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. CASE NUM: Harris County civil case number.

2. PJN>:   Post-judgment number, if applicable. For a list of post-judgment numbers in the case, type a **?** and press F11.

3. TRACKING NUM: Unique, computer-generated tracking number for the service document.

4. TRANS. NUM: Unique, computer-generated transaction number for each new type of action filed in a case.

5. SERVICE STATUS: Service status codes. For example:

             V =   Service requested/not assigned to clerk
             T =   Service assigned to clerk/not issued
             A =   Service issued/in possession of serving agency
             Q =   Served: Paper served no served date
             C =   Service canceled

6. PUB?   Public Access Indicator. Type a **Y** to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

7. STYLE: Style of the case.

8. CASE STATUS: Current case status.

9. LOCATION: No longer used.

10. COURT: Court where the case is assigned.

11.	PARTY BEING SERVED:	Name of the person being served.
12.	COC:	Code for the party's connection to the case.
13.	SERVICE TYPE:	Type of service issued.
14.	INSTRUMENT:	Instrument attached to the service document.
15.	PARTY REQ SERVICE:	Name of the person requesting the service.
16.	REQUEST DATE:	Date the service was requested.
17.	CLERK ASSIGNED:	Name of the clerk assigned to the service.
18.	ASSIGN DATE:	Date the clerk was assigned to the service.
19.	ISSUE DT:	Date the service document was issued.
20.	ISSUE CLERK:	Name of the clerk who issued the service.
21.	DEL TO>:	Agency to which the service was delivered. For an explanation of the displayed code, move the cursor to the field and press F11.
22.	REISSUE CODE:	If service was reissued, displays code for the reissue reason.
23.	EXPIR DT:	Date on which the service paper expires.
24.	APPEAR DT:	Date the person was scheduled to appear in court.
25.	FEE:	Service fee amount.
26.	RECPT. NO:	Receipt number for the fee payment.
27.	SERVING AGENCY>:	Department code of the agency serving the document. For an explanation of the displayed code, move the cursor to the field and press F11.
28.	SERVING AGCY RECV DT:	Date the serving agency received the document.
29.	SERVED DT:	Date the document was served.
30.	STATUS:	Code for the status of the service.

31.	RETURN DT:	Date the service was returned to the District Clerk's Office by the serving agency.
31.	RECV. CLERK DT:	Date the service was file marked in the District Clerk's Office.
33.	BY:	Log-on ID of the court clerk who received the service.
34.	TO-COURT:	Date the service was routed to the court by the District Clerk's Office.
35.	RCVD ACCT/CRT DT:	Date the service was received by accounting or the court.
36.	BY:	Log-on ID of the court clerk who received the service.
37.	PERSON SERVED OTHER THAN COMMAND:	Name of person served other than party named on service document, if applicable.
38.	TRACKING NUMBER:	Unique, computer-generated tracking number for the service document.
39.	TRANSACTION NUMBER:	Unique, computer-generated transaction number for each new type of action filed in a case.
40.	PJN NUM.:	Post-judgment number.
41.	MESSAGE RIBBON:	Used for all mainframe and distributed system messages related to the displayed page or system. Messages may be single-line or multi-line depending on the validation required.

INT 65 — Party Inquiry Screens Submenu

Use INT 65 to select one of the party inquiry screens.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT**, then select **INT65** from the Civil Case Intake menu.
Or, type **"INT 65"** in the option field at the top left of the screen and press Enter.

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Overview of INT 65 - Party Inquiry Screens

To inquire on parties to Harris County civil and family district court cases, select one of the following suboptions from the INT 65 submenu:

65.10   Use a case number to access a list of all parties to a case.

65.20   Use a case number to inquire on parties with a specific connection to in a case (example, all defendants or all cross-plaintiffs).

65.30   Use a case number and a person number or name to access a list of documents and service requests filed by, or filed in the name of a specific party in a case.

65.40   Use the name of a person or company to access a list of cases with which that party has been associated since January 1981.

65.45   Use the name of a person or company to access a list of cases with which that party was associated as a plaintiff-type or defendant-type before 1981.

65.50   Use a case number to access a list of parties deposed in a case before July 1992.

65.60   Use a case number to access the current mailing addresses for parties to a case.

65.70   Use a case number and person number to access address history records for a party to a case.

NOTE: A transaction number may be used instead of a case number to access records with the transactions listed above.

A sample of the INT 65.10 screen is provided on page 88.

A summary of the other INT 65 suboptions begins on page 91.

TO SELECT A SUBOPTION FROM INT 65

Method 1
In the Option field at the top left of the screen, enter the appropriate option, a period, then the suboption number, and press Enter.

Method 2
Select the desired option and suboption from the Party Inquiry Screens menu. The selected screen will display.

Select the Back button or select the Transaction Menu icon to return to the INT Main Menu.

Select the Subsystem Main Menu icon to return to the J-WEB Subsystem Selection Main Menu.

DIRECT ACCESS METHOD FOR A SUBOPTION

To access a suboption from the Subsystem Selection Main Menu screen, type the subsystem code, the option number, a period and then the suboption number. For example, to go directly from the J-WEB Main Menu screen to the Party's Associated Case Inquiry screen, type **INT 65.40** in the option field at the top left of the screen and press Enter.

INT 65.10 — General Party Inquiry

Use INT 65.10 to inquire on all parties connected to a Harris County civil or family district court case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT**, select **INT65**, and then select **INT6510**. Or, type **"INT 65.10"** in the option field at the top left of the screen and press Enter.

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To access a list of parties to a case:
1.   Type a case number in the CASE NUM field or a transaction number in the TRANS NUM field. (A post-judgment number may be entered in the PJN field, if applicable. Also, the lookup modal icon can be used to select a post-judgment number.)
2.   If a member of the public is requesting information, select a **Y** from the drop-down menu in the PUB field to determine if the information can be disseminated.
3.   Press Enter.

To access a list of an Attorney's cases:
1.   Inquire as explained above.
2.   Select the checkbox beside an Attorney's listing. (Attorney listings will have a bar number in the BAR field.)
3.   Select the ATY INQ button and the ATY 36 screen will display.

To access a list of documents and service requests filed by, or filed in the name of a party:
1.   Inquire as explained above.
2.   Select a party by clicking inside the applicable checkbox.
3.   Select the SERV ISSU button at the bottom of the screen and the INT 52 screen will display.

To access address records for a party:
1.   Inquire as explained above.
2.   Select a party by clicking inside the applicable checkbox.
3.   Select the PTY ADDR button at the bottom of the screen and the INT 65.60 screen will display.

EXPLANATION OF FIELDS

INT 65.20 — Selected Connection Party Inquiry

Use INT 65.20 to inquire on all parties with a specific type of connection to a case. For example, you may access a list of all cross defendants or all agents connected to a case.

ACCESS METHOD

Select **INT6520** from the INT 65 Submenu, or enter **"INT 65.20"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To inquire on a specific type of connection to a case:
1. In the CASE NUM field, type the case number.
    OR
    In the TRANS NUM field, type a transaction number.
2. A post-judgment number can be entered in the PJN field, if applicable. (Also, the post-judgment number can be entered by selecting the lookup modal icon in the PJN field.)

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3. Select the checkbox next to the connection upon which you wish to inquire.
4. Press Enter or select the Search icon and INT 65.20 screen 2 will display.

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5. To return to screen 1 and select another type of connection, select the SEL PTY INQ transfer button at the bottom of the screen or the select the Back button at the top left corner of the screen.

EXPLANATION OF FIELDS

See page 101 for an explanation of fields.

INT 65.30 — Specific Party Inquiry

Use INT 65.30 to inquire on a specific party to a Harris County civil or family district court case and retrieve a list of documents and service requests filed by, or filed in the name of the party.

ACCESS METHOD

Select **INT6530** from the INT 65 Submenu, or enter **"INT 65.30"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To inquire:
1. Type the case number in the CASE NUMBER FIELD.
2. Type the person/connection number in the PERSON/CONNECTION NUMBR field
   OR
   Type the person's name in the PERSON NAME field. Use Last name, First name format.
3. If a member of the public is requesting information, select a **Y** from the drop-down PUB field to determine if the information can be disseminated.
4. Press Enter.

NOTE: If you inquire on a name and the Party Help screen displays, select the checkbox beside the appropriate listing and press Enter.

EXPLANATION OF FIELDS

See page 101 for an explanation of fields.

INT 65.40 — Name Inquiry Associated Cases

Use INT 65.40 to inquire on a party's name and retrieve a list of Harris County civil and family district court cases to which that party has been connected since January 1981.

ACCESS METHOD

Select **INT6540** from the INT 65 Submenu, or enter **"INT 65.40"** in the Option field at the top left of the screen, then press Enter.

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INQUIRY METHOD

To inquire on cases to which a party is connected:
1. In the NAME field, type the party's name. See Appendix B for format options.
2. Optional. In the DATE FILED field type a beginning date MMDDYYYY format. To specify a date range, type an ending date.
3. Optional. Use any combination of fields (CASE TYPE, STATUS, D=DEFENDANT P=PLAINTIFF, COURT) to narrow the inquiry.
4. If a member of the public is requesting information, select a **Y** from the drop-down PUB field to determine if the information can be disseminated.
5. Press Enter.

To access a summary of a displayed case:
1. Click inside the checkbox to the left of a listing.
2. Press the CASE SUMM INQ button at the bottom of the screen and the INT 75 Case Summary screen will display.

To access a list of notices generated for a displayed case:
1. Click inside the checkbox to the left of a listing.
2. Press the NOTICE INQ button at the bottom of the screen and the NTS 50 Notice Inquiry by Case screen will display.

EXPLANATION OF FIELDS

Inquiry Fields

1. NAME: The party's name. To inquire, use Last name, First name format. Partial names can be entered. See Appendix B for more information.

2. DATE FILED: Date or date range during which a case or document was filed. When inquiring with a date, use MMDDYYYY format. Example: March 8, 1999 is entered 03081999.

3. CASE TYPE: Type of case filed with Harris County. For a list of valid codes, select from the drop-down menu.

4. STATUS: The current status of the case. For a list of valid codes, select from the drop-down menu.

5. D=DEFENDANT
     P=PLAINTIFF: Type a **D** to narrow your search to defendants only. Type a **P** to narrow your search to plaintiffs only. Leave blank to search all types.

6.	COURT:	Court where the case is currently assigned.
7.	PUB?:	Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

8.	☐	Selection (Checkbox/Radio). Using the mouse, click the checkbox beside the selection to access more information about a displayed case.
9.	COC:	Connection code identifying how name 1 is connected to the case.
10.	NAME1:	Party's name.
11.	COC:	Connection code identifying how name 2 is connected to the case.
12.	NAME2:	Party's name.
13.	CASE NO:	Harris County civil case number.
14.	TYPE:	Code for the type of case filed with Harris County.
15.	CRT:	Current court.

INT 65.45 — Civil Name Inquiry Prior to 1981

Use INT 65.45 to inquire on an individual or a company and access a list of Harris County civil and family district court cases to which that party was connected as a type of defendant or as a type of plaintiff before 1981.

ACCESS METHOD

Select **INT6545** from the INT 65 Submenu, or enter **"INT 65.45"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To inquire on cases to which a party was connected before 1981:
1. In the NAME field, type the subject's name. For individuals, use Last name, First name format. (Partial names may be entered.)
2. In the BEG YEAR field, type the beginning year of the inquiry. Defaults to 1969, the filing year of the oldest consistent records in the system.
3. Optional. To inquire on a range of years, type the ending year in the END YEAR field. Defaults to 1980.
4. Optional. In P/D/B field, type a **D** to search only for defendant-type codes or a **P** to search only for plaintiff type codes. (P/D/B field defaults to **B** for both defendant and plaintiff types.)
5. Optional. In the CASE TYPE through PRIMARY PARTIES ONLY fields, select data to narrow the inquiry.
6. Press Enter.

To access a summary of a displayed case:
1. Click inside the checkbox to the left of a listing.
2. Select the CASE SUMM INQ button and the INT 75 Case Summary screen will display.

EXPLANATION OF FIELDS

See page 101 for an explanation of fields. For a list of valid connection codes, see Appendix C.

INT 65.50 — Witness Inquiry/Depositions

Use INT 65.50 to inquire on witnesses deposed in a Harris County civil or family district court case before July 1992. Notices of depositions have not been recorded online since July 1992.

ACCESS METHOD

Select **INT6550** from the INT 65 Submenu, or enter **"INT 65.50"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To access a list of deposed witnesses in a case:
1.   In the CASE NUMBER field, type the case number.
2.   Press Enter.

EXPLANATIONS OF FIELDS

See page 101 for an explanation of fields.

INT 65.60 — Party Name and Address Inquiry

Use INT 65.60 to access current mailing address information for parties to a Harris County civil or family district court case.

ACCESS METHOD

Select **INT6560** from the INT 65 Submenu, or enter **"INT 65.60"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To access address records for parties to a case,
1. In the TRANS NUM field, type a transaction number, or in the CASE NO field, type a case number.
2. Optional. In the PERSON NO field, type a party's person number to view only that party's address record.
3. If a member of the public is requesting information, select a **Y** from the drop-down menu in the PUB field to determine if the information can be released.
4. Press Enter.

NOTE: The response will list the current U.S. and/or foreign mailing address for each party to the case.

EXPLANATION OF FIELDS

See page 101 for an explanation of fields.

INT 65.70 — Party Address History Inquiry

Use INT 65.70 to access previous address information for a party to a Harris County civil or family district court case.

ACCESS METHOD

Select **INT6570** from the INT 65 Submenu, or enter **"INT 65.70"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To access address history records for a party to a case,
1.   In the CASE NUM field, type a case number.
2.   In the PERSON NUM field, type a party's person number.
3.   Press Enter.

EXPLANATION OF FIELDS

See page 101 for an explanation of fields.

Explanation of Fields on INT 65 Suboptions

The following is an alphabetized list of the inquiry and display fields that appear on the INT 65 suboption screens. Online code tables are available for fields marked with lookup modals or full-page modals. To access an online code table, select the applicable lookup modals.

ADDRESS:	Most recent U.S. address for a party, if any. Fields include street number, street name, room number, city, state, ZIP code, four-digit ZIP code suffix, phone number and fax number.
ADDRESS BEGIN DATE:	Date the displayed address was last updated.
ADDRESS SEQ NUM:	Address sequence number counting the number of address records for the party beginning with number 1. To access previous address records, use INT 65.70.
ASSOC. ATTY:	The name of the party's Attorney.
ASSOCIATED CONNECTIONS:	On INT 65.20 a list of different types of connections to a case (such as intervenor plaintiff or 3rd party defendant) displays. To inquire on a specific type of connection to a case, type an **X** to the left of a listing and press Enter.
ATTORNEY FILING DOCUMENT:	Name of the Attorney who filed the document.
BAR NUMBER:	Attorney's state bar number.
CASE NUM (CASE NUMBER):	Harris County case number.
CASE TYPE:	Type of case filed with Harris County.
CASE STATUS:	Current status of case.
COC:	Connection code identifying the party's connection to the case. See Appendix C.
CURRENT COURT (CRT):	Court where the case is currently assigned.
DATE FILED:	Date or date range during which a case or document was filed. When inquiring with a date, use MMDDYYYY format. Example: March 8, 1999 is entered 03081999.
DATE PERSON SERVED:	Date party was served with last instrument.
DEPOSITION AMOUNT:	Fee for the deposition if applicable.

DOCUMENT TYPE:	Type of document filed.
DOCUMENTS FILED:	A list of the documents filed by or filed in the name of the party.
FILE LOCTN:	No longer used.
FOR ADDRESS:	Foreign address, if mailing address is outside the United States.
INACTIVE DATE:	Date the party became an inactive party to the case.
INSTRUMENT SERVED:	Last type of instrument served.
LCDATE:	Date the address record was last changed.
LCTIME:	Time the address record was last changed.
LCUSER:	Log-on ID of the person who last changed the record.
NAME:	The party's name. To inquire, use last name, first name format. Partial names can be entered. See Appendix B for more information.
NAME1:	Name found in response to the inquiry.
NAME2:	Name of the first opposing party to Name1. Name2 is always the first opposing party named in the instrument from which the two names were extracted.
PER/CONN NUMBER or PERSON NUM:	Person number. Computer-generated number beginning with number 1 assigned to each party as parties are added to a case.
	Connection number beginning with number 1 used as a suffix to the person number. Used to track how many different ways the party is connected to the case.
PERSON NAME:	The party's name.
PJN:	Post-judgment number.

PUB?:   Public Access Indicator. Type a **Y** to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

PTY STAT: Party status code for inactive parties to the case. Valid codes are:

                    D - Disposed
                    N - New Trial
                    R - Reinstated
                    S - Severed

STATUS: The current status of the case.

STYLE: Style of the case. First plaintiff vs. first defendant.

TRANS DATE: Date the record was entered in the system.

TRANS NUM: Unique, computer-generated transaction number for each new type of action filed in a case.

TRANS TIME: Time the record was entered in the system.

WITNESS NAME: Name (last name, first name format) of witnesses deposed before July 1992.

☐   Selection (Checkbox/Radio). To select a particular listing and transfer to another option, do the following.
Using the mouse, click inside the checkbox next to the appropriate listing, and press the search icon or the applicable transfer button.

INT 70 — New Cases Filed Inquiry

Use INT 70 to access a list of new cases filed in Harris County civil and family district courts.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT 70** or type **"INT 70"** in the Option field at the top left of the screen and press Enter.

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To access a list of new cases filed:
1. Type a date range in the FILE DATE field.
2. Optional. Type information in any combination of fields COURT – GROUP STATUS to narrow the search.
3. If a member of the public is requesting information, select a **Y** in the PUB field to determine if the information can be disseminated.
4. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. FILE DATE: Date the initiating document of the case was filed. Type a beginning and ending date in 8-digit format, example, March 5, 1999 = 03051999.

2. COURT: Court where case was filed. For a list of valid court codes, select the drop-down menu.

3. STATUS: Case status code. For a list of valid status codes, select the drop-down menu.

4. CASE TYPE: Case type code. For a list of valid case type codes, select the drop-down menu.

5. GROUP STATUS: Group case status indicator. To view only disposed cases, select a **D** from the drop-down menu.

6. PUB?:   Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

| 7. | PRINTER ICON: | The F9-PRINT key will be replaced by a Print Report command button. If the INT 70 report is used, the Print button will be enabled and will display the user's default printer ID.
If the report is not used, the Print button will be disabled. |

8.   ☐   Selection (Checkbox/Radio). Using the mouse, click the checkbox beside the selection and select the CASE SUMM INQ button to access INT 75 - the Case Summary Inquiry screen for a case.

9.   CASE NO: Harris County civil case number.

10. PJN: Post-judgment number.

11. FILE DATE: Date case was filed.

12. CCR: Current court.

13. CASE STATUS: Current case status.

14. CASE TYPE: Type of case filed with Harris County.

15. STYLE: First plaintiff vs. first defendant.

INT 75 — Case Summary Inquiry

Use INT 75 to access a summary of a Harris County civil or family district court case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT 75** or type **"INT 75"** in the Option field at the top left of the screen and press Enter.

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To access a case summary,
1. In the CASE NUMBER field, type the case number.
2. If a member of the public is requesting information, select a **Y** from the drop-down menu for the PUB field to determine if the information can be disseminated.
3. Press Enter.

EXPLANATION OF FIELDS

Inquiry Field

1.	CASE NUMBER:	Harris County case number.
2.	PUB?:	Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

3.	STYLE:	First plaintiff vs. first defendant.
4.	FILE DATE:	Date case was filed.
5.	FILE CRT:	Court where case was filed.
6.	CURR CRT:	Current court.
7.	NO OF PLT:	The number of plaintiffs connected to the case.
8.	NO OF DEF:	The number of defendants connected to the case.
9.	FILE LOC:	No longer used.
10.	LOC DT:	No longer used.
11.	CAS TYPE:	Case type.
12.	CASE FILE SENT LOCATION:	No longer used.
13.	CASE FILE SENT DATE:	No longer used.
14.	STATUS:	Case status.
15.	JURY FEE PAID DATE:	Date jury fee was paid.

16.	NEXT DT SET:	Next court setting date.
17.	BOND FILED:	Date last bond was filed in the case.
18.	BOND TYPE:	Type of bond last filed in the case.
19.	SEALED:	Case file sealed indicator. Blank if case file is not sealed; **Y** (yes) if case file is sealed.
20.	AG CASE:	If case filed by an employee of the Attorney General's office, displays employee's ID number.
21.	SDU IND:	State Disbursement Unit indicator. Displays a **Y** (yes) if child support payments are made directly to the Attorney General's Office and are not processed through the Harris County Child Support division.
22.	JUDGMENT FOR:	If the case has been disposed, this field indicates which party type was awarded judgment.
23.	JUDGMENT DATE:	Date of final judgment.
24.	VOLUME:	Microfilm volume number if case record was microfilmed.
25.	PAGE:	Microfilm page number if case record was microfilmed.
26.	TOTAL PAGES:	Total number of pages on microfilm if applicable.
27.	IMAGE NO:	Image number if document was electronically scanned.
28.	DT MOTION FOR NEW TRIAL ON:	Date motion for new trial was filed, if applicable.
29.	STATUS:	Indicates whether motion for new trial was denied, granted or overruled by operation of law.
30.	APPEAL BOND DATE:	Date appeal bond was filed, if applicable.
31.	BOND CLASS:	Type of appeal bond posted. Bond types are: cash, other, personal, or surety.
32.	SUPERSEDEAS DATE:	Date supersedeas bond was filed, if applicable.
33.	BOND CLASS:	Type of supersedeas bond posted. Bond types are: cash, other, personal, or surety.

34. AMOUNT: Bond amount.

35. MANDATE DATE: The date the mandate was received and file-marked in the District Clerk's Office. If not received, this field is blank.

36. MANDATE TYPE: Type of mandate issued in the case, if applicable.

37. CONSOLIDATED OR
    CONNECTED CASES: Case numbers for adjunct cases.

INT 76 — Consolidated Case Inquiry

Use INT 76 to access a list of cases consolidated with a Harris County civil case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT 76** or type **"INT 76"** in the Option field at the top left of the screen and press Enter.

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To access a list of consolidated cases,
1.   Type the case number in the CASE NUMBER field.
2.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Field

1.   CASE NUMBER: Harris County civil case number.

Display Fields

2.   PUB?:   Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

3.   CURRENT COURT: Current court.

4.   CASE STATUS: Case status.

5.   CASE TYPE: Type of case filed with Harris County.

6.   STYLE: Style of the case. First plaintiff vs. first defendant.

7.   ☐   Selection (Checkbox/Radio).

8.   ADJUNCT CASE: Case number of consolidated case.

9.   CONSOL DATE: Date case was consolidated with the case inquired upon.

10.   PAR SEQ: Parent sequence number. Sequence number of the parent case's activity record used to build the consolidation record. Sequence numbers begin with 1 and increase by one for each additional record.

11.   ADJ SEQ: Adjunct sequence number. Sequence number of the consolidated case's activity record for the consolidation order.

12.   DECONSOL DATE: Date the case was deconsolidated, if applicable.

13.   PAR SEQ: Sequence number of the parent case's activity record used to build the deconsolidation record. See explanation of

field 9.

14. ADJ SEQ: Sequence number of the adjunct deconsolidated case's activity record. See explanation of field 10.

15. LCDATE: Last change date.

16. LCUSER: Log-on ID of person who last changed the record.

INT 77 — Tax Property Inquiry

Use INT 77 to inquire on property and determine whether or not a suit has been previously filed on that property. A new case will be attracted to the court where the previous case was assigned.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT 77** or type **"INT 77"** in the Option field at the top left of the screen and press Enter.

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To inquire:
1. Type the Harris County case number in field 1.
   Or
   Type the Harris County Appraisal District number in field 2.

2. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. CASE NUMBER: Harris County civil case number.

2. HCAD NUMBER: Harris County Appraisal District number for the property.

Display Fields

3. ☐   Selection (Checkbox/Radio).

4. CASE NUM: Harris County Civil case number.

5. HCAD NUM: Harris County Appraisal District number.

6. FILE CRT: Court where the case was filed.

7. TRANS: Court where the case was transferred, if applicable.

8. STYLE: Style of the case. First plaintiff vs. first defendant.

INT 78 — Court Transfer Inquiry

Use INT 78 to access court transfer history for a Harris County civil case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT 78** or type **"INT 78"** in the Option field at the top left of the screen and press Enter.

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To inquire on court transfer history,
1. Type the case number in the CASE NUMBER field. (A post-judgment number may be typed in the POST JUDGE NUMBER field if applicable).
2. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. CASE NUMBER: The Harris County civil case number.

2. POST JUDGE NUMBER: Post-judgment number.   For a list of valid post-judgment numbers for the case, select the lookup modal.

Display Fields

3. POST JUDGE: Post-judgment number.

4. TRANS OUT: Court from which case was transferred.

5. TRANS IN: Court to which case was transferred.

6. LCDATE: Date the record was last changed.

7. LCTIME: Time the record was last changed.

8. LCUSER LITERAL: Name of the user who processed the update.

INT 85 — Post Judgment Summary Inquiry

Use INT 85 to access a summary of post-judgment activity for a Harris County family district court case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **INT 85** or type **"INT 85"** in the Option field at the top left of the screen and press Enter.

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To access a post-judgment summary,
1.   Type the case number in the CASE NUMBER field.
2.   Optional. To narrow down the inquiry, type a post-judgment number in the POST JUDGMENT NUMBER field.
3.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.   CASE NUMBER: Harris County case number.

2.   POST JUDGMENT
     NUMBER: Post-judgment number. For a list of a valid post-judgment numbers for the case, select the lookup modal.

Display Fields

3.   STYLE: Style of the case. First plaintiff vs. first defendant.

4.   FILE DATE: Date case was filed.

5.   FILE COURT: Court where case was filed.

6.   CURR COURT: Current court.

7.   SEALED: Case file sealed indicator. Blank if case file is not sealed; **Y** (yes) if case file is sealed.

8.   FILE LOC: No longer used.

9.   LOC DATE: No longer used.

10. CASE TYPE: Type of case filed with Harris County.

11. STATUS: Status of the case.

12. PJN: Post-judgment number.

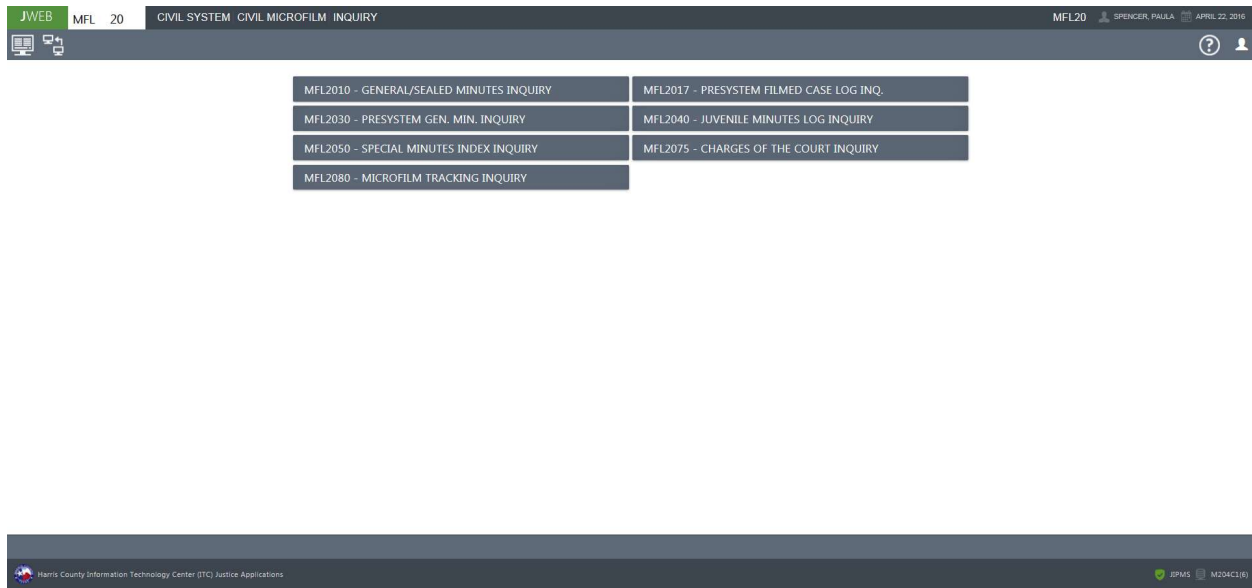13. JUDG DT: Judgment date of post-judgment action.

14. DISPOSAL ACTIVITY: Disposal activity for the post-judgment matter if it has been disposed.

15. PJN TYPE: The type of post-judgment action filed.

16. PJN STATUS: The status of the post-judgment action.

17. FILE DT: Date post-judgment action or order was filed.

18. IMAGE: Image number if record was electronically scanned.

19. VOL: Microfilm volume number if record was microfilmed.

20. PG: Microfilm page number if record was microfilmed.

21. TOT PG: Total number of pages on microfilm if applicable.

22. PJN 4D-DKT: Title 4d court for post judgment (991-994).

23. FILE DT MOTION
FOR NEW TRIAL: Date motion for new trial was filed, if applicable.

24. MOTION FOR
NEW TRIAL STATUS: Indicates whether motion for new trial was denied, granted or overruled by operation of law.

MFL 20 – Civil Microfilm Inquiry Submenu

Use MFL 20 to select the appropriate microfilm inquiry screen.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select MFL Civil Microfilm, then select MFL20 – INQUIRY.

****

| JWEB | MFL 20 | CIVIL SYSTEM CIVIL MICROFILM INQUIRY | MFL20 | SPENCER, PAULA | APRIL 22, 2016 |

MFL2010 - GENERAL/SEALED MINUTES INQUIRY	MFL2017 - PRESYSTEM FILMED CASE LOG INQ.
MFL2030 - PRESYSTEM GEN. MIN. INQUIRY	MFL2040 - JUVENILE MINUTES LOG INQUIRY
MFL2050 - SPECIAL MINUTES INDEX INQUIRY	MFL2075 - CHARGES OF THE COURT INQUIRY
MFL2080 - MICROFILM TRACKING INQUIRY	

Harris County Information Technology Center (ITC) Justice Applications — JIPMS M204C1(6)

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Overview of MFL 20 - Civil Microfilm Inquiry Screens

To inquire on documents (i.e., orders, special minutes, and charges of the court) that have been microfilmed, select one of the following suboptions from the MFL 20 submenu:

20.10   Microfilm log of general/sealed minutes for signed court orders filed after January 1980.

20.17   Microfilm log of case documents, other than court orders, filed before January 1980.

20.30   Microfilm log of general minutes for signed court orders filed before January 1980.

20.50   Microfilm log of documents not directly related to a particular case (example, rules of the court).

20.75   Microfilm log of charges to a jury.

DIRECT ACCESS METHOD FOR A SUBOPTION

To access a suboption from the Subsystem Selection Main Menu screen, type the subsystem code, the option number, a period, and then the suboption number. For example, to go directly from the J-WEB Main Menu screen to the General Minutes Inquiry screen, type **MFL 20.10** in the option field at the top left corner of the screen and press Enter.

MFL 20.10 — General/Sealed Minutes Inquiry

Use MFL 20.10 to obtain the microfilm log of general and sealed minutes for signed court orders filed in Harris County civil and family district courts after January 1980.

ACCESS METHOD

Select **MFL 20.10** from the MFL 20 Submenu, or enter **"MFL 20.10"** in the Option field at the top left of the screen, then press Enter.

****

To inquire on the microfilm log for a case,
1.   Type the case number in the CA53SE NUMBER field.
2.   Optional. Type information in the PJN and DT SIGN fields to narrow the inquiry.
3.   If a member of the public is requesting information, select **Y** from the drop-down PUB field to determine if the information can be disseminated.
4.   Press Enter.

To print response (users with a Harris County printer ID only),
1.   Inquire as explained above.
2.   Press the Print Report icon. The General Minutes Log report will print on the user's default printer (if a Harris County printer ID is associated with the user's log-on ID). This is not available to subscribers.

EXPLANATION OF FIELDS

See page 123 for an explanation of fields.

MFL 20.17 — Presystem Filmed Case Log Inquiry

Use MFL 20.17 to obtain the microfilm log for case documents, other than court orders, that were filed in Harris County civil and family district court cases before January 1980.

ACCESS METHOD

Select **MFL 20.17** from the MFL 20 Submenu, or enter **"MFL 20.17"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To inquire on the microfilm log for a case,
1. Type information into any combination of the CASE NUMBER, ROLL and/or FRAME fields.
2. Press Enter. Corresponding records will display.

To print the inquiry response, click the Print Report icon. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 123 for an explanation of fields.

MFL 20.30 — Presystem General Minutes Inquiry

Use Option 20.30 to obtain the microfilm log of general minutes for cases filed before January 1980.

ACCESS METHOD

Select **MFL 20.30** from the MFL 20 Submenu, or enter **"MFL 20.30"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To inquire on the microfilm log for a case,
1. In the CASE NUMBER field, type the case number.
   OR
   In the VOLUME field, type the microfilm volume number.
2. Optional. In any combination of the COURT ACTIVITY, DATE SIGNED or PAGE fields, type information to narrow the inquiry.
3. Press Enter.

To print response, click the Print Report icon. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 123 for an explanation of fields.

MFL 20.50 — Special Minutes Index Inquiry

Use MFL 20.50 to obtain the microfilm log of documents not directly related to a particular case (example, direct orders and rules of the court).

ACCESS METHOD

Select **MFL 20.50** from the MFL 20 Submenu, or enter **"MFL 20.50"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To inquire on the microfilm log of court directives,
1. Type information into any combination of the VOLUME through DOCUMENT CODE fields. (If a date range is used, then a date type must be entered as well.)
2. Press Enter. Corresponding records will display.

To print response, click the Print Report icon. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 123 for an explanation of fields.

MFL 20.75 — Charges of the Court Inquiry

Use MFL 20.75 to obtain the microfilm log for charges to a jury submitted to the Microfilm Section.

ACCESS METHOD

Select **MFL 20.75** from the MFL 20 Submenu, or enter **"MFL 20.75"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To inquire on the microfilm log for charges to a jury,
1.   Type information in the VOLUME, YEAR and/or CASE NUMBER field.
2.   Optional. Type information in the PAGE and/or MONTH fields to narrow the inquiry.
3.   Press Enter.

To print response, click the Print Report icon. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 123 for an explanation of fields.

MFL 20.80 — Microfilm Tracking Inquiry

Use MFL 20.80 to obtain the microfilm tracking information.

ACCESS METHOD

Select **MFL 20.80** from the MFL 20 Submenu, or enter **"MFL 20.80"** in the Option field at the top left of the screen, then press Enter.

INQUIRY METHOD

To inquire on the microfilm log for charges to a jury,
1.   Type information in the DATE RANGE field.
2.   Optional. Type information in the logon ID field to narrow the inquiry.
3.   Press Enter.

To print response, click the Print Report icon. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 123 for an explanation of fields.

Explanation of Fields on MFL 20 Suboptions

The following is an alphabetized list of the inquiry and display fields that appear on the MFL 20 suboption screens. Online code tables are available for fields marked with **>.** To access an online code table, type a **?** in a marked field and press F11.

ACT:	The one- to five-character activity-type code for the document. The literal meaning of the code may display.
APP:	Page appendage indicating if the record was omitted from a previous filing and had to be inserted. Example: A.
BEG PAGE: or BEG FRAME:	The page number of the microfilm page on which the document image begins.
CASE NUMBER:	Harris County case number.
CASE STAT:	Case status.
COURT or CRT:	Court where case is assigned.
COURT ACTIVITY:	Code for the court activity with which the document is associated.
DATE RANGE:	Date or date range during which document or case was filed in the District Clerk's Office. Use MMDDYY format or MMDDYYYY format.
DATE TYPE:	Used in conjunction with the DATE RANGE field on MFL 20.50. Type an **F** to inquire on a document file date. Type an **O** to inquire on some other type of date range.
DATE SIGNED or DATE SIGN:	Date the judge signed the document.
DOCUMENT CODE:	Code for the type of document. The literal meaning of the code may display.
END PAGE or END FRAME:	The page number of the microfilm page on which the document image ends.
FILE DATE:	Date the document was filed in the District Clerk's Office.
FILE LOC:	No longer used.

FILE MARK DATE:	Date document was file-marked, or received, in the District Clerk's office.
FRAME:	Microfilm frame on which document image appears. Also called the microfilm page. Usually refers to microfilm records created before 1980.
IMAGE NUM:	Image number where record is located.
KEY WORD:	Word or phrase (example, part of a title) relating to a document. Can be used as an inquiry field on MFL 20.50.
LCD:	Last change date. Date the record was entered or last changed.
MIN TYP:	Type of minutes. Valid codes are: **GM** = General minutes **SM** = Sealed minutes
MONTH:	Month in which charge to jury was submitted to Microfilm Section for entry.
NOTES:	Comments regarding the microfilmed document.
ORD TYPE:	Order type. Displays Final or Temporary.
OTHER DATE:	Any date pertinent to a document that has not been file marked. Can be used as an inquiry field on MFL 20.60.
OTHER DT CODE:	Code identifying the type of OTHER DATE used to inquire on MFL 20.60. Valid codes are: **L** = Date of letter **S** = Date judge signed the document
PGS:	Total number of pages in the record of the document.
PJN:	Post-judgment number.
PJN/STATUS:	Post-judgment number and case status.
PAGE or PAGE FROM/TO:	The microfilm page number where the document image begins, or the beginning and ending microfilm page numbers on which the document image appears. Also called the microfilm frame. Usually refers to records created after 1980.
PRINTER:	The F9-PRINT key will be replaced by a Print Report command button. The Print button will be enabled and will display the

user's default printer ID.
In order to print a report from J-Web, a user's log-on ID needs to be associated with a valid Harris County printer ID. For more information contact the District Clerk's Office project analyst at (713) 755-5724.

NOTE: Subscribers will not have Harris County printer IDs associated with their printers; therefore, they cannot use the Model 204 print options explained in this manual. Subscribers should use the Print Screen key or print data to a file instead.
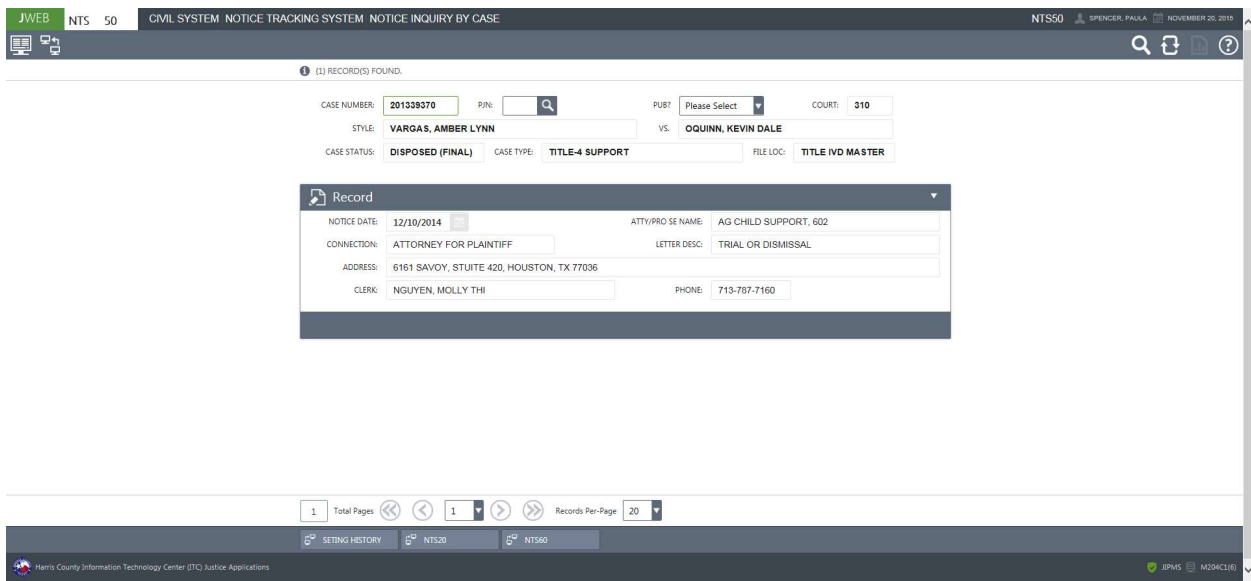
PUB: Public Access Indicator.   Select **Y** from the drop-down to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

REFILM: Comments about any document refilming. May contain a reference to the previous volume and page where the document was located.

ROLL or ROLL NO: Microfilm roll on which document image appears. Also called the microfilm volume. Usually refers to microfilm records created before 1980.

SEALED: Indicates if case file is sealed. Entries include:
Blank = case is not sealed
PARTIAL = certain documents have been sealed
COMPLETE = entire case file is sealed

SEQ: Sequence number. Computer-generated number counting the number of microfilm entries for the case beginning with number 1.

STYLE: Style of the case. First plaintiff vs. first defendant.

TEXT SEARCH ON
DESCRIPTION: Inquiry field on MFL 20.60 used to inquire on a description of microfilmed document.

VOLUME: Microfilm volume in which document image appears. Also called the microfilm ROLL. Usually refers to records created after 1980.

YEAR: Year in which charge to jury was submitted to Microfilm Section for entry.

NTS 50 — Notice Inquiry by Case

Use NTS 50 to display a list of generic notices generated for a Harris County civil or family district court case. Generic notices include letters from the court coordinator notifying Attorneys of hearings.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select NTS, then NTS 50 or type "**NTS 50**" in the Option field at the top left of the screen and press Enter.

****

****

To access a list of generic notices issued for a case,
1.   In the CASE NUMBER field, type the case number.
2.   Optional. In the PJN field, type the post-judgment number, if applicable.
3.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.	CASE NUMBER:	Required. Type the case number.
2.	PJN:	Optional. Post-judgment number. For a list of valid post-judgment numbers in the case, select the lookup modal.

### Display Fields

3.	PUB?:	Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public.
4.	COURT:	Court number.
5.	STYLE:	Style of the case. First plaintiff vs. first defendant.
6.	CASE STATUS:	Case status.
7.	CASE TYPE:	Case type.
8.	FILE LOC:	No longer used.
9.	NOTICE DATE:	Date printed on the notice.
10.	ATTY/PRO SE NAME:	Name of the Attorney or pro se party to whom the letter was sent.
11.	CONNECTION:	Party's connection to case.
12.	LETTER DESC:	Letter description.
13.	ADDRESS:	Address to which the letter was mailed.
14.	PHONE:	Party's phone number.
15.	CLERK:	Name of the clerk who generated the notice.

PST — Post Trial System Main Menu

Use the PST menu to select one of the post-trial options.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **PST or type "PST"** in the Option field at the top left of the screen and press Enter.

****

****
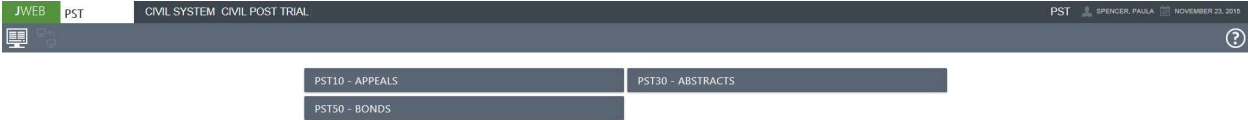
TO SELECT AN OPTION

Method 1
In the OPTION field at the top left of the screen, type the appropriate option number and press Enter.

Method 2
Select the desired option number from the Post Trail Main Menu. The selected option will appear on the screen.

After one of the options is selected, a submenu displays. Use method 1 or 2 above to select a PST suboption.

After an option has been selected, select the Transaction Menu icon at the top left of the screen to return to the Post Trial System Main Menu.

Select the Subsystem Main Menu icon to return to the Subsystem Selection Main Menu.

PST 10.20 — Appeal Inquiry

Use PST 10.20 to inquire on appeal events recorded for a Harris County civil or family district court case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **PST,** then select **PST10,** and then **PST1020** or type **"PST1 10.20"** in the Option field at the top left of the screen and press Enter.

****

****

To access appeal events for a case:
1. In the CASE NO field, type the case number.
2. Optional. In the EVENT DATE field, type the event file date and/or in the EVENT CODE field, type the event code to narrow the search.
3. If a member of the public is requesting information, select a **Y** from the drop-down menu in the PUB field to determine if the information can be disseminated.
4. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. CASE NO: Required. Type the Harris County case number.

2. EVENT DATE: Optional. Type the date (MMDDYYYY) the appeal event was filed in the District Clerk's Office.

3. EVENT CODE: Optional. Type the code for a particular appeal event. For a list of valid codes, select the drop-down menu.

8. PUB?:   Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

4. COURT: Court where case is currently assigned.

5. EXH.SENT: **Y** (yes) means exhibits were sent with a transcript to the appellate court.

6. CASE TYPE: Type of case filed with Harris County

7. CASE STATUS: Current status of the case.

9. STYLE: Style of the case. First plaintiff vs. first defendant.

10. ACCELERATED APPEAL
    DATE: Displays only for cases not yet disposed. The date the appeal is due in the appellate court. Calculated as 30 days from the date the appealable order was signed.

11. TRANSCRIPT DUE DATE:

Date the court transcript is due in the appellate court. Calculated as 60 days from the date the order was signed if a motion for a new trial has not been filed. Calculated as 120 days from the date the order was signed if a motion for a new trial has been filed.

12. JUDGMENT DATE:

Date the judge signed the case disposition order.

13. WRIT OF ERROR DUE DATE:

Date the writ of error is due in the appellate court. Calculated as 60 days from the date the writ of error was signed.

14. TRIAL COURT APPEAR-ANCE DATE ON MOTION FOR NEW TRIAL:

Displays only when motion for new trial has been filed and set on a court docket. The date the motion for new trial is set for arguments before the court.

15. EVENT DATE:

Date the event was filed in the District Clerk's Office.

16. EVENT CODE:

The code for the appeal event. To access an online code table, type a **?** in field 3 and press F11.

17. FILED BY:

The name of the Attorney or the pro se who filed the appeal event documents.

18. TRANSCRIPT COST OR VOL/PG-IMAGE#:

Cost to prepare a transcript OR volume and page number for signed order that was microfilmed OR image number for signed order that was scanned.

19. ASSIGNED TO CLERK:

Name of the clerk assigned to prepare transcript.

20. DESCRIPTION:

Explanation of the appeal event.

21. NOTES:

Free text notes field.

22. LCDATE:

Last change date. Last date the record was changed.

23. LCTIME:

Last change time. Last time the record was changed.

24. LCUSER:

Last change user. Log-on ID of the user who last changed the record. **CONV** will display if the record was converted from the CICS1 VSAM files.

PST 30.20 — Abstract Inquiry

Use PST 30.20 to inquire on the abstract request activity for a Harris County civil or family district court case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **PST,** then select **PST30,** select option 20 from the PST 30 submenu or type **"PST 30.20"** in the Option field at the top left of the screen and press Enter.

****

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To view abstract activity in a case:
1. In the CASE NO field, type the case number.
2. Optional. In the ABSTRACT NO field, type the abstract number to narrow the inquiry to a single abstract request event record.
3. Optional. In the ABSTRACT DATE field, type a date or date range during which abstract activity occurred.
4. If a member of the public is requesting information, select a **Y** from the drop-down menu in the PUB field to determine if the information can be disseminated.
5. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. CASE NO: Required. Type the Harris County case number.

2. ABSTRACT NO: Optional. Type an abstract request number to inquire on a particular request.

4. ABSTRACT DATE: Optional. Type a date or a date range during which abstract activity occurred.

7. PUB: Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

3.   COURT: Current court.

5.   CASE TYPE: Type of case filed with Harris County.

6.   CASE STATUS: Status of the case.

8.   STYLE: Style of the case. First plaintiff vs. first defendant.

9.   CASE FILE LOCATION: No longer used.

10.   ABSTRACT NO: Computer-generated tracking number assigned to the abstract request.

11.   REQUESTED: Date the abstract request was filed in the District Clerk's Office.

12.   FILE RECEIVED: Date the case file was received at the Abstracts/Writs of Execution Desk.

13.   DATE PICKED-UP: Date the completed abstract was picked up by the requesting party.

14.   REQUESTED BY: Name of the Attorney or pro se who filed the abstract request.

15.   ASSIGNED TO: Displays **TXD** (tax case) or **AED** (all other cases) if the case file was assigned ASAP. Otherwise, field is blank.

16.   DATE MAILED: Date the completed abstract was mailed, if not picked up in person.

17.   RECEIPT NO: Number on the receipt that was issued when the abstract fee was paid.

18.   TOTAL ABSTRACTS: Total number of abstracts in the abstract request (example, 5 = 5 abstracts to go to 5 counties).

19.   DATE ASSIGNED: Date the abstract was assigned to the processing clerk.

20.   DATE CANCELED: Date the abstract request was canceled.

21.   COMMENTS/PICKED-UP BY: The name of the person who picked up the complete abstract or any comments about the request.

22.   LCDATE: Last change date. Last date the record was changed.

23.   LCTIME: Last change time. Last time the record was changed.

24.   LCUSER: Last change user. Log-on ID of the user who last changed the record. **CONV** will display if the record was converted from the CICS1 VSAM files.

PST 30.82 — Post-Trial Inquiry

Use PST 30.82 to view a summary of post-trial activity for a Harris County civil or family district court case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **PST,** then select **PST30,** and then **PST3082** or type **"PST 30.82"** in the Option field at the top left of the screen and press Enter.

****

****

To view the post-trial activity summary for a case,
1. Type the case number in field 1.
2. If a member of the public is requesting information, select a **Y** from the drop-down menu in the PUB field to determine if the information can be disseminated.
3. Press Enter.

EXPLANATION OF FIELDS

1.	CASE NO:	Type the Harris County case number and press Enter.
2.	FILE DATE:	Date the case was filed.
3.	COURT:	Court in which the case was originally filed.
4.	CURRENT COURT:	Current court.
5.	PUB?:	Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.
6.	STYLE:	Style of the case. First plaintiff vs. first defendant.
7.	FILE LOCATION:	No longer used.
8.	CASE TYPE:	Type of case filed with Harris County.
9.	STATUS:	Status of the case.
10.	JUDG FOR:	Party awarded judgment.
11.	JUDG DATE:	Date the judged signed the judgment order.
12.	VOLUME:	Microfilm volume where judgment order is located.
13.	PAGE:	Microfilm page where judgment order begins.
14.	PAGES:	Total number of pages the judgment order occupies.
15.	NEW TRIAL DATE:	Date motion for new trial was filed.
16.	STATUS:	Approval status of the motion for trial, example, granted, denied, overruled.
17.	IMAGE:	Image number where record is located.

18.	APPEAL BOND DATE:	Date the appeal bond was filed.
19.	BND CLASS:	Appeal bond classification (cash, surety, personal or other).
20.	AMOUNT:	Dollar amount of appeal bond.
21.	SUPERSEDEAS DATE:	Date the supersedeas bond was filed.
22.	BND CLASS:	Appeal bond classification (cash, surety, personal or other).
23.	AMOUNT:	Dollar amount of supersedeas bond.
24.	MANDATE DATE:	Date the mandate was received and file-marked in the District Clerk's Office.
25.	MANDATE TYPE:	The decision by the appellate court regarding the appeal.
26.	SERVICE:	Displays post-judgment execution or abstract activity.
27.	DT-REQ:	Date the abstract request or execution request was filed in the District Clerk's Office.
28.	DT-ASGN:	Date the abstract or service request was assigned to a clerk for processing.
29.	DT-ISSUE:	Date the execution was received by the serving agency.
30.	DT-RET:	Date the execution was returned to the court.
31.	TKNO/REC:	Either the tracking number of the execution or the abstract fee receipt number.
32.	CLERK:	Log-on ID of the clerk who entered or modified the abstract or service record.

PST 50.20 — Bond Inquiry

Use PST 50.20 to inquire on bond activity for a Harris County civil or family district court case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, select **PST,** then select **PST50,** and then **PST5020** or type **"PST 50.20"** in the Option field at the top left of the screen and press Enter.

****

****

To view the bond activity for a case,
1.   Type the case number in field 1.
2.   Optional. In field 2 type the date a bond was filed and/or in field 3 type a bond type code to narrow the inquiry.
3.   If a member of the public is requesting information, select a **Y** from the drop-down menu in the PUB field to determine if the information can be disseminated.
4.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.	CASE NO:	Type the Harris County case number.
2.	BOND FILE DATE:	Optional. Type the date a bond was filed in the District Clerk's Office. Use MMDDYY format or MMDDYYYY format.
3.	BOND TYPE:	Optional. Select a code identifying the type of bond that was filed. For a list of valid codes, select from the drop-down menu.
5.	PUB?:	Public Access Indicator. Select a **Y** from the drop-down menu to determine if the case information can be disseminated to the public. If the case details should NOT be disseminated, INT 33 - Public Access HB1391 will display.

Display Fields

4.	COURT:	Current court.
6.	CASE TYPE:	Case type.
7.	CASE STATUS:	Status of the case.
8.	STYLE:	Style of the case.
9.	DATE BOND FILED:	Date (MMDDYYYY) the bond was filed in the District Clerk's Office.
10.	BOND TYPE:	Bond type code. To access the online code table, type a **?** in field 3 and press F11.

11. BOND CLASS: Bond classification code. Valid codes are:

C=Cash,
O=Other,
P=Personal,
S=Surety.

12. FILED BY: Name of the Attorney or the pro se party who filed the bond.

13. BOND AMOUNT: Dollar amount of the bond.

14. SURETY: Name of the surety underwriting a supersedeas bond, or special notations regarding a bond.

15. BOND APPROVED BY: Name of the clerk who approved the supersedeas bond.

16. BOND APPROVAL DATE: Date (MMDDYYYY) the clerk approved the supersedeas bond.

17. DATA ENTRY CLERK: Name of the clerk who entered or last modified the bond record.

18. BOND RELEASE DATE: Date (MMDDYYYY) the court order was signed releasing the bond.

Appendix A
Features of J-WEB

HELP SCREENS

General
Once you access an option in a J-WEB subsystem, general assistance is available by pressing F11.

THE HELP SCREEN

To access help, click the question mark at the top right of the page:
Select the Help / Support icon in the top right corner of the screen. The Help & Support icon is enabled on every page and is never disabled. Once the icon is selected, the J-WEB Help & Support screen will display. This screen will consist of the following page links: J-WEB FAQs, J-WEB User Guide, JIMS Training Manuals, J-WEB Overview, and J-WEB Functionality.

THE OPTION FIELD

Transferring to Different Options
The OPT field appears at the top left of each screen. Use this field to transfer quickly from one option to another within a subsystem.

Type an option number in the second part of the option field and press Enter. The requested screen will appear.

Transferring to Different Subsystems
Type the option in the OPT field to transfer to in the OPT field. Use this field to transfer from one subsystem to another — for example, from DKT to INT, the Civil Intake subsystem. You may only transfer to subsystems for which you have clearance.

In the blank option field, type the code for another subsystem (example, type INT over DKT) and press Enter. If you are cleared for the subsystem you've requested, the subsystem main menu will display.

Transferring to a Specific Option Within a Subsystem
To access a specific option within a subsystem, first type the subsystem code in the option field, use the tab key to navigate to the next field, then type the option number in the next field, and press Enter. For example to transfer to the Case Summary Inquiry screen in the INT subsystem, type INT - 75 in the OPT field and press Enter.

PAGING

The Data Pager Ribbon within the J-WEB page is used for paging functionality. It replaced the paging functionality found below the OPT field in the top-right section of the Model 204 screen. The data pager is visible only when data displays on more than one page. In order to proceed forward or backward one page at a time, click on the single arrows. To access to the first or last page, click on the double arrows.

The total number of pages will also display at the bottom of the page in the data pager region. Select a specific page by using the page number drop-down. If data displays on more than one page, select the page number from the drop-down to access the next page.

RETURNING TO THE MAIN MENU

From Option Screens
Press the Clear key to access the subsystem menu.
Press the Clear key again to access the J-WEB Subsystem Selection Main Menu.

From Help Screens
Press Clear.

SUB-MENUS

Some M204 options are sub-menus (lists of suboptions). For example, INT 65, MFL 20, and PST 10, 30 and 50 are sub-menus. Select a suboption from these screens the same way you would select an option from a subsystem menu.

To access a suboption directly from the J-WEB Main Menu, use the SELECTION field near the bottom of the screen. Type the subsystem code on the first blank line, then on the second blank line, type the option number followed by a period and the suboption number. Example, INT 65.40. To transfer using the OPT (option) field, type the option number followed by the subsystem code. Example, 65.40 - INT.

Appendix B
J-WEB Name Inquiries

FULL NAME

When the person's full name is known, type the name in the following format:

LAST NAME, FIRST NAME MIDDLE NAME
Example, **SAMPLE, JOHN DAVID**

PARTIAL NAME

When the full name is unknown, type a partial name. Also use this method when you are unsure of the spelling of the name. A minimum of one to three characters may be required for a search. A comma is not required.

Example, **SAM**

The response will list all last names beginning with the letters SAM, such as:

Sample, John
Samson, Edith
Samuel, George
Saminski, Betty

Partial first names can also be entered.

Example, **SAMPLE, J**

The response will list all names containing the letters you typed in the order you typed them.

This search will find such names as:

Sample, Jan
Sample, John
Sample, June

COMPANY NAMES

Company names are entered as they appear on filed documents. Spaces are entered between each word in the company name.

Example, **ACCESS RESEARCH AND PUBLICATIONS**

NOTE: If a company's name includes **&** or **and**, run two separate inquiries with the possible variations, or use a wildcard character as explained below.

WILDCARDS

Two "wildcard" characters can help you perform a search:

An asterisk (*****) is a wildcard that can stand for any number of characters.

A plus sign (**+**) is a wildcard that corresponds to only one character at a time.

If you do not know some of the characters in a name, street name, address or phone number, use the wildcard characters to take their place.

Example, **RO*ERS**

This search will find such names as:

Roadrunner Carriers
Roberson, William
Rodgers, Jason
Rogers, Michael

This search will find such phone numbers as:

520-0815
523-6081
529-2081
527-0818

Appendix C Code Tables

CONNECTION CODES

Code   Description

ACJ   APPEAL COURT JUSTICE
ADA   ATTORNEY AD LITEM
AGT   REGISTERED AGENT
APR   APPRAISER
ARB   ARBITRATOR
ATD   ATTORNEY FOR DEFENDANT
ATP   ATTORNEY FOR PLAINTIFF
AUD   AUDITOR
A3D   ATTORNEY FOR THIRD PARTY DEFENDANT
A3P   ATTORNEY FOR THIRD PARTY PLAINTIFF
CNA   CONTESTED ATTORNEY
CNT   CONTESTANT PARTY
CON   CONFIDENTIAL PARTY CONNECTION
DEF   DEFENDANT
DPS   DEFENDANT PRO SE
FOC   FRIEND OF COURT
GAL   GUARDIAN AD LITEM
IDA   INTERPLEADER DEFENDANT ATTORNEY
IDS   INTERPLEADER DEFENDANT PRO SE
IPA   INTERPLEADER PLAINTIFF ATTORNEY
IPD   INTERPLEADER DEFENDANT
IPP   INTERPLEADER PLAINTIFF
IPS   INTERPLEADER PLAINTIFF PRO SE
IVD   INTERVENOR DEFENDANT
IVL   INTERVENOR RELATOR
IVP   INTERVENOR PLAINTIFF
IVS   INTERVENOR RESPONDENT
JUD   JUDGE
MAS   MASTER IN CHANCERY
MED   MEDIATOR
MHP   MENTAL HEALTH PROFESSION
MOD   MODERATOR
OBE   OBLIGEE
OBR   OBLIGOR
OEA   ATTORNEY FOR OBLIGEE
OEP   OBLIGEE PRO SE
ORA   ATTORNEY FOR OBLIGOR
ORP   OBLIGOR PRO SE
PAB   PREV ARBITRATOR
PAD   PREVIOUS ATTORNEY FOR DEFENDANT
PAG   PURCHASING AGENT

Code	Description

Code	Description
PAL	PREVIOUS AD LITEM ATTORNEY
PAP	PREVIOUS ATTORNEY FOR PLAINTIFF
PAR	PARLIMENTARIAN
PAU	PREVIOUS AUDITOR
PCV	PREVIOUS RECEIVER
PDA	PREVIOUS ATTORNEY FOR INTERVENOR DEFENDANT
PEA	PREV ATTORNEY FOR OBLIGEE
PGA	PREVIOUS GUARDIAN AD LITEM
PLA	PREVIOUS ATTORNEY FOR RELATOR
PLT	PLAINTIFF
PMA	PREV MASTER
PME	PREV MEDIATOR
PMO	PREV MODERATOR
PPA	PREVIOUS INTERPLEADER ATTORNEY
PPS	PLAINTIFF PRO SE
PRA	PREV ATTORNEY FOR OBLIGOR
PRL	PREV ATTORNEY FOR INTERVENOR RELATOR
PRS	PREV ATTORNEY FOR INTERVENOR RESPONDENT
PSA	PREVIOUS ATTORNEY FOR RESPONDENT
PVA	PREVIOUS INTERVENOR ATTORNEY
PXA	PREVIOUS ATTORNEY FOR CROSS RELATOR
PXD	PREVIOUS ATTORNEY FOR CROSS-DEFENDANT
PXP	PREVIOUS ATTORNEY FOR CROSS-PLAINTIFF
PXS	PREVIOUS ATTORNEY FOR CROSS RESPONDENT
P3D	PREVIOUS ATTORNEY FOR THIRD PARTY DEFENDANT
P3P	PREVIOUS ATTORNEY FOR THIRD PARTY PLAINTIFF
RCV	RECEIVER
REL	RELATOR
RES	RESPONDENT
RLA	ATTORNEY FOR RELATOR
RPS	RELATOR PRO SE
RPT	REPORTER
RSA	ATTORNEY FOR RESPONDENT
RSP	RESPONDENT PRO SE
TRU	TRUSTEE
VDA	INTERVENOR DEFENDANT ATTORNEY
VDS	INTERVENOR DEFENDANT PRO SE
VPA	INTERVENOR PLAINTIFF ATTORNEY
VPS	INTERVENOR PLAINTIFF PRO SE
VRL	INTERVENOR RELATOR ATTORNEY
VRP	INTERVENOR RELATOR PRO SE
VRS	INTERVENOR RESPONDENT ATTORNEY
VSP	INTERVENOR RESPONDENT PRO SE
WID	WITNESS ON INSTANCE OF DEFENDANT (DEPOSITION)
WIP	WITNESS ON INSTANCE OF PLAINTIFF (DEPOSITION)

Code	Description
XDA	CROSS DEFENDANTS ATTORNEY
XDF	CROSS DEFENDANT
XDS	CROSS DEFENDANT PRO SE
XLA	ATTORNEY FOR CROSS RELATOR
XLP	CROSS RELATOR PRO SE
XPA	CROSS PLAINTIFF ATTORNEY
XPL	CROSS-PLAINTIFF
XPS	CROSS PLAINTIFF PRO SE
XRL	CROSS RELATOR
XRS	CROSS RESPONDENT
XSA	ATTORNEY FOR CROSS RESPONDENT
XSP	CROSS RESPONDENT PRO SE
3DS	THIRD PARTY DEFENDANT PRO SE
3PD	THIRD PARTY DEFENDANT
3PP	THIRD PARTY PLAINTIFF
3PS	THIRD PARTY PLAINTIFF PRO SE

CASE STATUS CODES

Code   Description

Code	Description
A	ACTIVE
B	NEW TRIAL GRANTED ORDER NOT SIGNED
C	CONSOLIDATED CASE PENDING
D	DISPOSED (FINAL)
E	READY DOCKET
F	PROBATION STATUS
G	CASE ON APPEAL
H	HOLD FOR JUDGMENT
I	INACTIVE (PLEA OF PRIVILEGE GRANTED, NOT TRANSFERRED)
J	CONSOLIDATED CASE ON APPEAL
L	TRIAL DOCKET (INACTIVE)
M	REVERSED & REMANDED
N	NEW TRIAL GRANTED
O	POST JUDGMENT
P	PURGED
Q	ABATED
R	REINSTATED
S	HOLD FOR PAYOUT
T	IN TRIAL
U	BANKRUPTCY - INACTIVE
V	VERDICT RENDERED (JURY)
W	PLEURAL REGISTRY -INACTIVE
X	CONSOLIDATED CASE DISPOSED
Z	IN TRIAL RECESSED TO FUTURE DATE

Appendix D
Documents Recorded in the Online Civil System

Answer
Answer to Contest to Pauper's Oath
Appeal Bond
Appeal Event for Final or Temporary Order
Application to Set and Approve Assignee Bond
Assignment for Preparation for Post-judgment Writ
Assignment for Tracking Number for Post-judgment Writ
Attorney Register
Attorney Vacation Schedule Request
Bonds
Case Deposit in Lieu of Appeal Bond
Change of Address - Re-Issue
Change of Custody
Change of Visitation
Citation by Publication Issuance
Citation Issuance
Civil Process Request CP-7 Form
Contest to Pauper's Oath
Contest to Pay Appeal Cost Bond
Cross Action and Counter Claim
Designation of Counsel
Disclaimer
Enforcement
Exhibit Receipt
Fee Officer Receipt for Transcript Court Cost
Habeas Corpus Petition
Inability to Pay Appeal Cost Bond
Index for Original Transcript/Cost Settlement
Intervention
Issuance of Abstract
Issuance of Post-judgment Writ
Jury Fee
Mandate
Motion and Order to Appoint Guardian Ad Litem
Motion and Order to Substitute Counsel
Motion and Order to Withdraw as Counsel
Motion for Assignment of Income
Motion for Continuance
Motion for Contempt
Motion for New Trial
Motion to Decrease
Motion to Increase

Motion to Modify
Motion to Revoke
Motion to Stay
Motion to Transfer
Next Friend Bond
Notice of Delinquency
Opinion
Order Granting Consolidation
Order Granting Pauper's Oath (to pay Appeal Cost Bond)
Original Amended Petition
Original Petition
Original Petition for Legitimation
Original Petition for Paternity
Pauper's Oath
Petition Bill of Discovery/Bill of Review
Petition for Expunction
Petition for Writ of Error
Petition Garnishment before Judgment
Petition Garnishment after Judgment
Petition Interpleader
Petition Worker's Compensation
Post-judgment Writ of Execution
Precept to Issue
Property Agreement
Reassignment for Audit of Post-judgment Writ
Reassignment of Abstract for Audit
Request for Abstract
Revised Writ of Withholding
Service Assignment
Service Returns
Severance
Stamped Receipt for Transcript
Suggestion of Death
Supersedeas Bond
Support Petition
Termination of Writ of Withholding
Third Party Action
Trial Setting Request (Family)
Update of Return of Post-judgment - Issuance
Waiver of Appearance (Family)
Writ of Withholding Wages

Appendix E
Security and Privacy

The information accessed by the transactions in this manual is public record. However, all users must sign a security and privacy statement affirming that they understand and will comply with the following regulations:

1. All requests for information should be referred to the appropriate public service phone number. (See list below.)

2. Users who see or access criminal information should not disseminate that information to the public, the press or defense Attorneys.

3. Questions should be referred to a JJIMS project analyst (See Appendix F) or agency liaison.

Public Information Phone Numbers
For General Public, Press and Attorneys

To verify jail-related information:	713-755-5300
To verify Sheriff's Department warrants:	713-755-5734
To verify case-related information for criminal cases:	1-888-545-5577 Option 1
To verify case-related information for civil cases:	1-888-545-5577 Option 2
To verify information pertaining to criminal cases on appeal:	1-888-545-5577 Option 1

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