Thomas A. Wilder
Tarrant County District Clerk

Web-Based Access System

User's Manual

FOR INFORMATION

Civil	817-884-2530
Criminal	817-884-1232
Family	817-884-2860
Technical Support	817-884-1898
	817-884-2531

District Clerk Tom Wilder 817-884-1574

Revised April 2004

TARRANT COUNTY DISTRICT CLERK
USER'S MANUAL FOR WEB-BASED ACCESS

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Thomas A. Wilder, Tarrant County District Clerk
Web-Based Access System

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Tarrant County records available through Web-Based access are continually being updated, amended and supplemented. Certain records of the criminal courts are subject to expunction under Chapter 55 of the Texas Code of Criminal Procedure. Therefore, the records being made available for public inspection through this service are intended to be read-only. Any database created from these records may become out-of-date and subject to misinterpretation.

We hope that you enjoy the Web-Based Access System which provides valuable information from the convenience of your office.

Remote Desktop Download and Login Procedure

Below is the link to the remote desktop client that you will need to access the Tarrant County Web Access logon screen.   If you are running **Microsoft XP** then you do not have to download the software. All other versions must download the software from the attached link.

For Microsoft XP version ONLY:
1) Click Start.
2) Click on Programs.
3) Click on Accessories.
4) Click on Communications.
5) RIGHT Click on Remote Desktop Connection.
6) Select Send To.
7) Select Desktop.
8) Click on the new Desktop Icon Remote Desktop Connection.
9) Type 65.69.149.247 as the Computer.
10) Click Connect. (You must be connected to the Internet before clicking Connect)
11) Enter your user name and usual password to complete the connection.

For All Other Versions:
To Install:
1) Access http://www.microsoft.com/windowsxp/pro/downloads/rdclientdl.asp
2) Click on Download.
3) Select Open.
4) Click Next.
5) Click "I Accept the terms of this License Agreement".
6) Click Next.
7) Click Next Again.
8) Click Install. Click Finish.
To Access:
1) Click on Start.
2) Click on Programs.
3) Click on Remote Desktop Connection.
4) RIGHT Click on Remote Desktop Connection.
5) Select Send To.
6) Select Desktop.
7) Click on the new Desktop Icon Remote Desktop Connection.
8) Type 65.69.149.247 as the Computer.
9) Click Connect. (You must be connected to the Internet before clicking Connect)
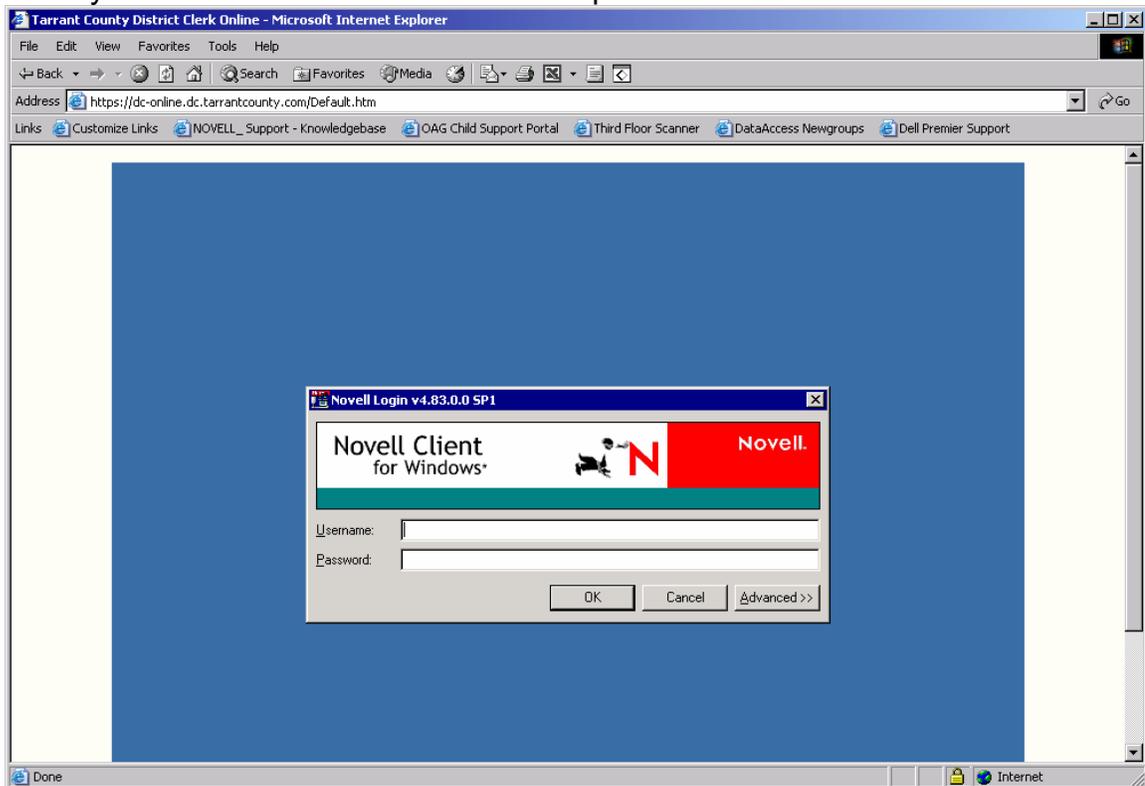10) Enter your user name and usual password to complete the connection.

Access to the Tarrant County Web-Based Access Service is unavailable from 2 a.m. till 6:00 a.m. 7 days a week.

Enter your Novell subscriber number and password.

1. When you have connected, the ***Novell Client for Windows***® dialog box will request a Username and a password. Your Username is your account number plus two digits and will be provided to you in the email confirming of the setup of your account. In the "Name**"** field, enter your account number in the following format: **010nnnxx** (where "nnn" is equal to the numbers in your account number and the "xx" is the user number).

2. Tab to the "Password" area and enter the password that you <u>most recently</u> used, or if you are a new subscriber, enter the password that you were given in the email confirming the setup of your account. Click on **OK**.

3. If you are a new subscriber, you will be informed that "Your password has expired, you have 5 grace log-ins remaining, Do you want to change your password?". **ALWAYS** say yes, and then follow the instructions to change your password.

    Each time you log into the Web-Based Access system, you will see the Disclaimer. To proceed, click on File, and then click on Exit.

    The next dialog box will display the balance in your account. If you have not maintained a balance greater than zero, you will be unable to log in until sufficient funds are in your account. Press <Esc> to close this dialog box.

1. Click on Start, then click on Shutdown, then select <u>L</u>ogoff…

2. Click the OK button. This will assure that you are completely logged out of the Web-Based Access System. If you have any questions about the proper method of logging out of the System, please call our Help Desk.

Suggested List of Printers

HP LaserJet 4x, 5x
HP DeskJet 8xx, 9xx, and later models.
Most MF (multi-function) devices (printer, scanner, fax, and copy) devices are not recommended.
You must use Internet Explorer as your browser and use one of the supported printers if you wish to print from the applications. A list of printers will be supplied upon request.

View of Desktop
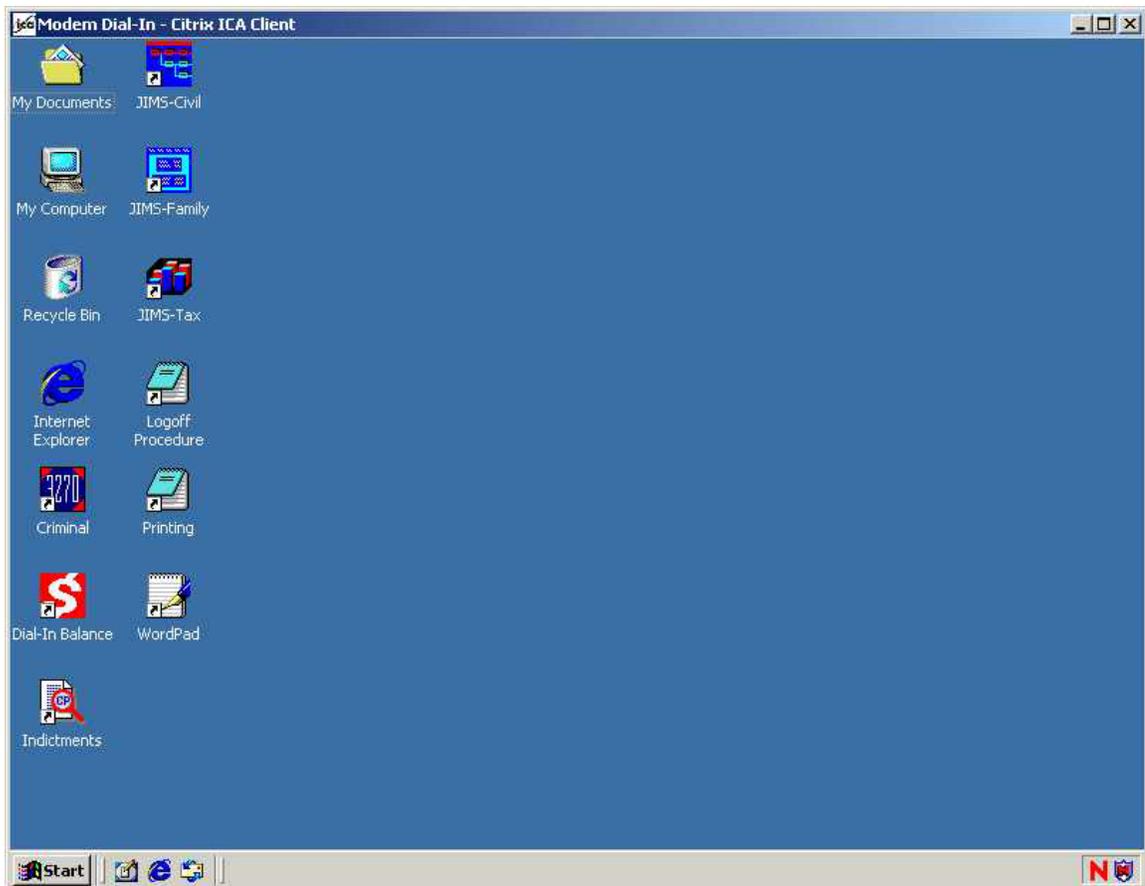
CIVIL VIEW MENU SCREEN
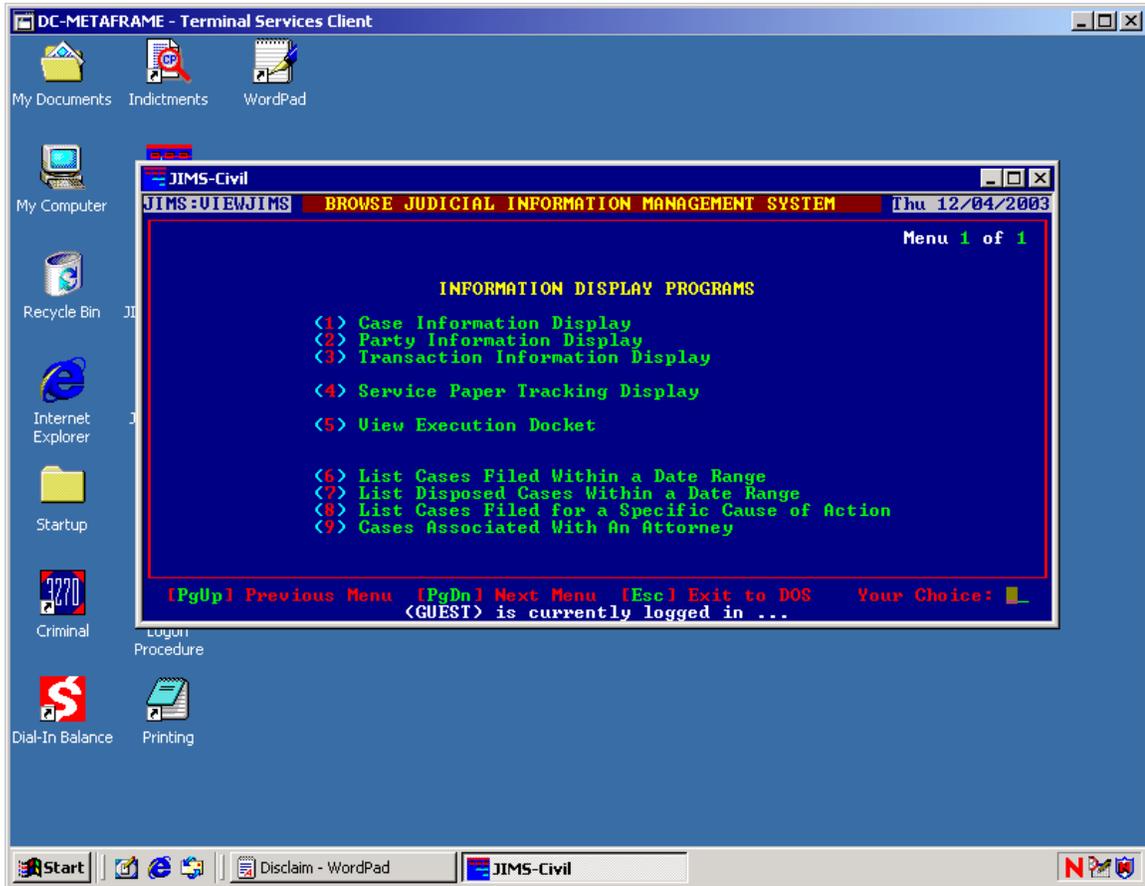
This is the view that you will see when you double click on the JIMS-Civil icon. From here you can view various information.

FUNCTION COMMANDS LIST
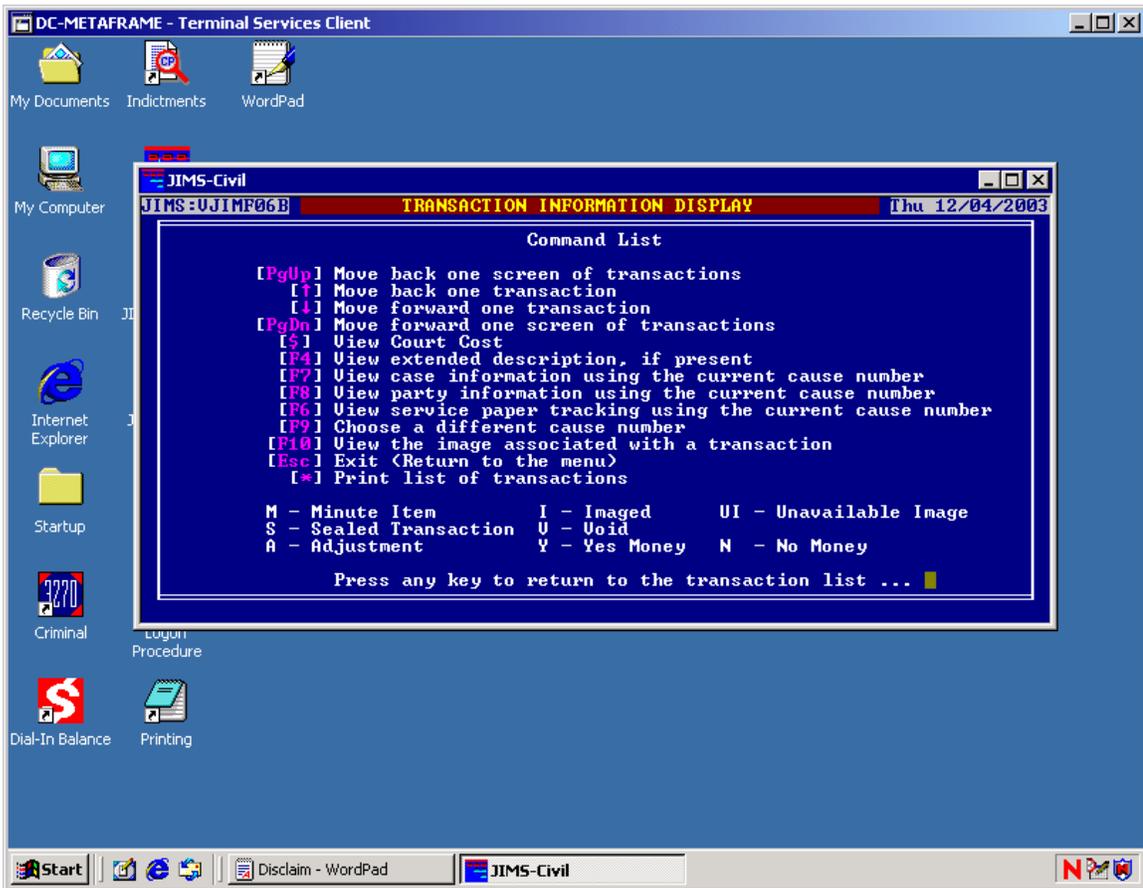
This is a Command List of all functions available for the Civil and Family programs under the Transaction Information screen.

CIVIL, FAMILY AND DELINQUENT TAX

The Judicial Information Management System is user friendly. Below is a list of practical information that will help you utilize the Web-Based Access System.

A.   At the TOP of each screen is a title of that screen. At the BOTTOM of each screen is a list of function keys available for that screen. THIS IS THE MOST IMPORTANT TOOL IN USING THE SYSTEM.

B.   If you do not have the case number, place your cursor in the case number field and press ⌈Enter↵⌉, this will take you to the master party index. You can search for the case number by the party name. If the party is an individual, type the last name, comma, space, first name, then press ⌈Tab⇆⌉ to search. If the party is a business, type the full name then ⌈Tab⇆⌉ to search. You can do this on any screen.

NOTE: In delinquent tax cases, if you do not have the case number, backspace to the 236th then press ⌈Enter↵⌉ to pull up the master index, then proceed as above, EXCEPT use the ⌈F3⌉ key to search for the party name.

1)   CASE INFORMATION DISPLAY:

   a.   Style of the case.
   b.   Date the case was filed.
   c.   Minute (fiche and frame) information, use the 4 key.
   d.   If the case has been transferred, severed or consolidated.
   e.   Case status.
   f.   If the case has been appealed.

2)   PARTY INFORMATION DISPLAY:

   a.   Names of parties in a case.
   b.   Party type.
   c.   Party status.
   d.   Party address (if provided by attorney), highlight party name and press ⌈Enter↵⌉.
   e.   Attorney representation information, highlight the party you want attorney information from, press ⌈F4⌉ then press ⌈Enter↵⌉.

3)   TRANSACTION INFORMATION DISPLAY:

   a.   Description of pleading(s) filed and orders signed.
   b.   Date pleading(s) were filed.
   c.   press ⌈⇧ Shift⌉ + * to print a list of transactions
   d.   Status of service, highlight service document, press ⌈Enter↵⌉ and ⌈PageDown⌉ three times.
   e.   Which party filed the pleading(s), highlight transaction, press ⌈Enter↵⌉ and ⌈PageDown⌉ three times.

f. Receipt numbers on fees paid to us, highlight transaction, press `Enter ⏎` and `PageDown` three times.
g. Cost bill information, press `⇧ Shift` `F10` + $.
h. "H" for Help and list of all keys.
i. `F10` to view images select `Ctrl` + P to print. You can print either the entire image or select pages.
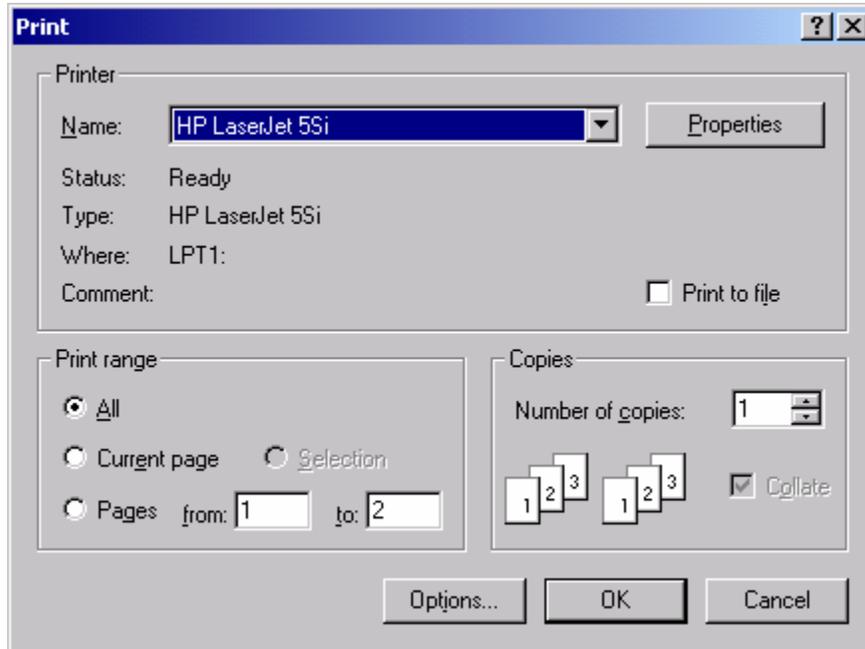
4) CIVIL/FAMILY SERVICE PAPER TRACKING:

a. Date service document was produced.
b. Description of service document.
c. Status of service document, press `Enter ⏎` to view.
d. Party paper was issued on, press `Enter ⏎` to view.
e. Who/how the paper was checked out, press `Enter ⏎` to view.
f. Date executed, press `Enter ⏎` to view.
g. Notes, press `Enter ⏎` to view.
h. Service fees, press `Enter ⏎` to view.

.

5)   VIEW EXECUTION DOCKET:

       a.   Creditor/Debtor information.
       b.   Details of transaction, highlight transaction and press ⌷Enter↵⌷.

6)   CASES FILED WITHIN A DATE RANGE
       a.   Enter the Starting Date Range and press ⌷Enter↵⌷.
       b.   Enter the Ending Date Range and press ⌷Enter↵⌷

7)   CASES DISPOSED WITHIN A DATE RANGE

       a.   Enter the Starting Date Range and press ⌷Enter↵⌷.
       b.   Enter the Ending Date Range and press ⌷Enter↵⌷.

8)   CASES FILED FOR A SPECIFIC CAUSE OF ACTION
       a.   Type the Cause of Action Code or press ⌷Enter↵⌷ to select from a list.
       b.   Enter the Starting Date Range and press ⌷Enter↵⌷.
       c.   Eenter the Ending Date Range and press ⌷Enter↵⌷.

9)   CASES ASSOCIATED WITH AN ATTORNEY (CIVIL/FAMILY ONLY):
       (You must have bar number to use this feature)
       a.   Name of attorney.
       b.   Address of attorney.
       c.   List of cases where the specified attorney has represented a party in a case filed 4/17/1989 and later.

Indictments

Select Indictments Icon.
⌷PageDown⌷ to select correct date.
⌷Enter↵⌷ to view.

CRIMINAL SECTION GENERAL INFORMATION
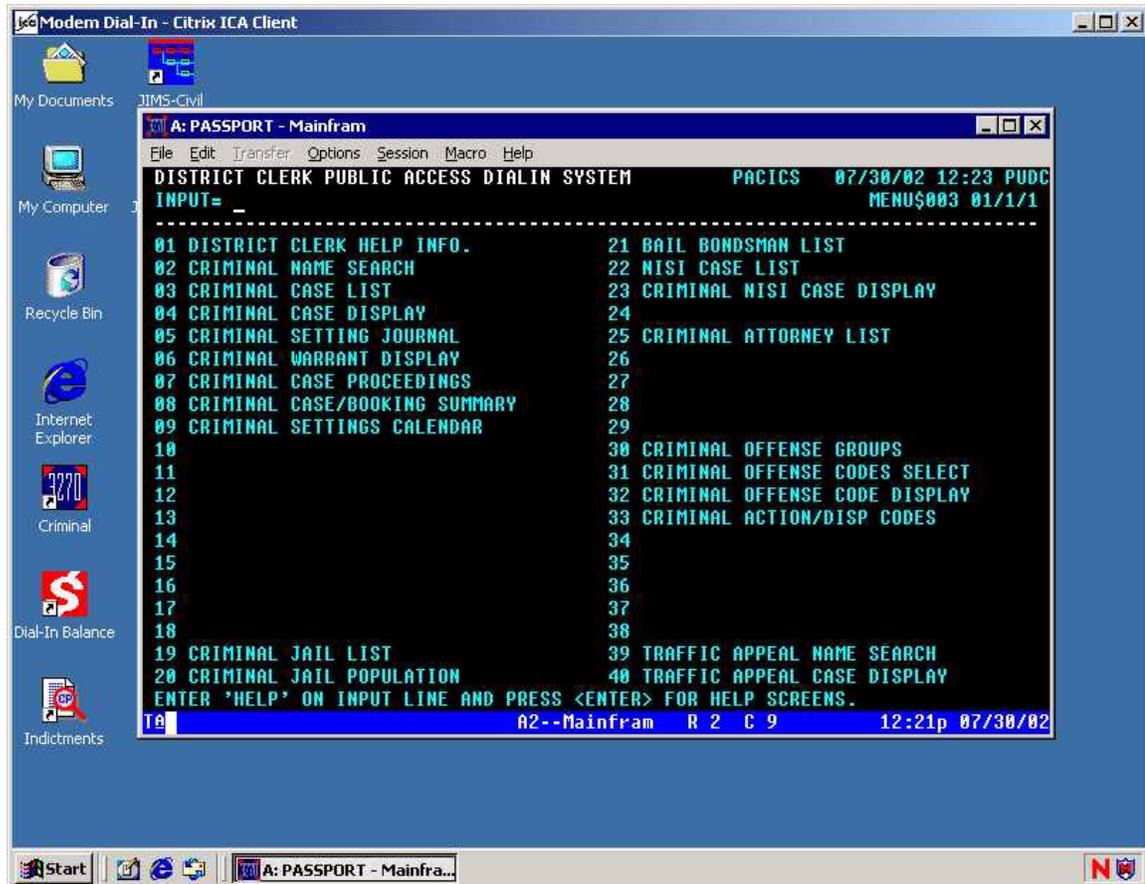
- Criminal Records Since 1975
- Disposition Offense Since May 1992
- Access is Available by: Name and Date of Birth, CID number or Case number

IMPORTANT INFORMATION FOR USERS:

1) If an "↑" appears (bottom center) any time and stays on, you have tried to use capital letters and have a hung session. (LOGON with CAPS LOCK KEY OFF)

2)

3) When you see the symbols "**X ()**" or "**X ☻**" in the lower left corner of your screen, this means that the mainframe is busy processing your input. Do not attempt another transaction until this message disappears.

4) If a "**?**" or "**X-F**" or "**?+**" appears at the bottom of your screen, press the E key to reset.

5) To move from one screen to another, you can enter the menu number that you want to access in the "**INPUT =**" area at the top left of each screen and press F12 or you may press F12 to return to the previous screen or to the menu.

6) Each screen has "**HELP**" information. To access, enter "**HELP**" in the "**INPUT=**" area at the top of each screen.

7) To print select file and Print Screen.

IMPORTANT FUNCTION KEYS:

F7	Previous Screen or record (page up)
F8	Next screen or record (page down)
F12	Return to previous screen or to menu
Esc	Reset

CRIMINAL INFORMATION MAIN MENU

```
NO PROGRAM FOR MENU OPTION SELECTED.    PACICS   05/26/99 08:59 PUDC
INPUT =                                          MENU$003  01/1/1
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
01 DISTRICT CLERK HELP INFO        21 BAIL BONDSMAN LIST
02 CRIMINAL NAME SEARCH            22 NISI CASE LIST
03 CRIMINAL CASE LIST             23 CRIMINAL NISI CASE DISPLAY
04 CRIMINAL CASE DISPLAY      24
05 CRIMINAL SETTING JOURNAL       25 CRIMINAL ATTORNEY LIST
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16                                36
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18                                38
19 CRIMINAL JAIL LIST             39 TRAFFIC APPEAL NAME SEARCH
20 CRIMINAL JAIL POPULATION       40 TRAFFIC APPEAL CASE DISPLAY
ENTER 'HELP' ON INPUT LINE AND PRESS <ENTER> FOR HELP SCREENS.
```

This is the MAIN MENU for CRIMINAL INFORMATION

To select a Menu item, enter its number in the "**INPUT = (Menu #)**" area and press [Enter ↵].

These are the menu items as of this date. They are subject to change without notice.

CRIMINAL INFORMATION

MENU #02) CRIMINAL NAME SEARCH:

  a. Lists all persons who have a county identification number (CID) in alphabetical order by last name.

  b. To access by name: type last name, comma, first name (no spaces between comma and first name) and (if available) press T to the date of birth and enter in the format of MM DD YY then press [Enter ↵].

  If END OF DATA appears, there is no criminal history on this person in Tarrant County. If a name or list of names appears, to view the criminal

history, [Tab⇆] or [Enter↵] to the two spaces to the left of the name and enter 03, then press [Enter↵] to retrieve the cases filed on this person.

MENU #03   CRIMINAL CASE LIST:

a.   Lists Tarrant County cases for a person.

b.   Access is available by CID number or from the CRIMINAL NAME SEARCH screen.

c.   To access by CID number: enter CID number, press [Enter↵].

        Case List Information includes:
        1.   CASE   Case Number
        2.   DISP   Disposition (if blank, case is pending)
        3.   OFFENSE   Charging offense or disposition offense
        4.   W   "Y" in this field if active warrant
        5.   OFF-DT   Date of offense
        6.   FIL-DT   Date case filed
        7.   DIS-DT   Date of disposition
        8.   DOCKET-NR   Docket Number
        9.   AGCY   Filing agency number
        10.   CT   Indicted court or assigned court
        11.   D-CT   Original court where case filed

d.   For more information about a specific case, T to the two character selection (SEL) to the left of the case number and enter the menu option number desired, press [Enter↵].

MENU #04   CRIMINAL CASE DISPLAY:

a.   Access by entering the case number in the case number field, press [Enter↵] to display a specific case or access by entering the CID number in CID field, press [Enter↵] to display the first case for a person.

        FIELD DESCRIPTIONS:

        CASE   Case number
        CID   County identification number
        COURT   Indicted court or assigned court
        DIR CT   Original court where case filed
        JAIL STATUS   Not in jail/In jail

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WRNT	Docket number will display if active warrant
DOCK	Docket number
BOOKING NO	Sheriff's office booking number
TRN	DPS tracking number
TRS	DPS tracking number supplement
APPL DATE	Date appeal filed
CODP?	Court of deferred prosecution
FILING AGENCY	Agency that filed case
FILE DATE	Date case filed
RPT#	Filing agency report number
CHRG OFFN	Offense at time case filed/indicted
OFFN DATE	Date of offense
DISP OFFN	Offense at time of disposition
INDICTED	Date case indicted
NEXT CT	Next court date
DEF ATTY	Defense attorney
APPOINTED	Defense attorney appointed (yes/no)
ADD'L ATTYS	Other attorneys on case
REV ATTY	Reviewing attorney (case filed)
DRWR	Location of file after disposition
PROSECTR	Prosecutor
NXT PRELIM	Preliminary hearings (e.g. jail runs, attorneys appointed)
CT	Court where preliminary hearing held
BOND STATUS	Bond issued
EVENT	Bond event (NISI)
REC AMT	Recommended bond amount
ACT	Actual bond amount
BONDSMAN	Name of bondsman
PEND	Release information before case filed (if not released from Tarrant County Jail)
SENT	Length of sentence and place of incarceration
PROB	Probation term
APPEAL	"Y" in this field if currently on Appeal
TOT FINE	Amount of fine
DISP	Type of disposition and date
ACTN	Transactions in case (e.g. warrant issued, petition to revoke filed, bond forfeited)
COMPN CASES	Companion case numbers
REMARK	

MENU # 05   CRIMINAL SETTING JOURNAL:

    a.   Lists history of settings for a case.

    b.   Access by entering the case number, press ⎣Enter ←⎦ or enter the CID number; press ⎣Enter ←⎦ to obtain the first case for that person.

    c.   The settings are displayed with the most recent first. If the entire list is visible, you may scroll down by pressing ⎣F8⎦ and/or up by pressing ⎣F7⎦.

    d.   Information provided includes: Date, Time, Doct (Docket Type), Note, Result, Reason and Court (where setting occurred).

MENU #06   CRIMINAL WARRANT DISPLAY:

    a.   Lists the outstanding warrant(s), if any, for a case.

    b.   Access by typing the case number in the case number field and pressing ⎣Enter ←⎦.

MENU #07   CASE PROCEEDINGS:

    a.   Displays proceeding summary data, beginning March 1991, for a specific case. Up to three proceedings are displayed on a screen starting with the most recent released proceeding. The case number can be entered leaving off any preceding zeros.

    b.   If a case is not in the Criminal Justice database, a message of "Case Not Found" is displayed. If there are no proceedings in the CIMS database, the message "No Proceedings Found" is displayed. If only a Held Proceeding exists, the message "No Released Proceedings" is displayed. If more proceedings exist, the message "More Proceedings" will be displayed, otherwise, "No More Proceedings" is displayed.

    c.   You may type over the displayed case number and press R to view proceedings for that case. Page forward by pressing ⎣F8⎦ for more proceedings or page back by pressing ⎣F7⎦ to first proceedings.

MENU #08   BOOKINGS BY CID:

    a.   Access by entering the CID number, press ⌈Enter ↵⌋.

    b.   Displays up to nine cases associated with a CID number and up to seven bookings not associated with a case, but associated with the same CID number. Book-in and Book-out dates and times are displayed.

    c.   You may go to another menu option by placing the menu number in the two spaces to the left of the case or booking number, and pressing ⌈Enter ↵⌋.

MENU # 09   SETTINGS CALENDAR:

    a.   Displays court settings by court, bondsman or attorney. The following fields control the display:

1.	Type:	Enter "C" for court, "B" for bondsman, or "A" for attorney.
2.	Key:	Enter the bondsman code, attorney code (attorney and bondsman codes are available from the list on the criminal menu), or Court ID (Court ID's are: CDC1, CDC2, CDC3, CDC4, D213, D297, D371, D372, MG, IMP2, TRC).
3.	From Date:	This date in MMDDYY format denotes the inclusive date from which court settings will be displayed.
4.	To Date:	This inclusive date will be the last date for which settings will be displayed. If no value is entered, the "From Date" is used.

The format of the display conforms to the "Type" of display; generally, the display line will show the case number, attorney, bondsman, court and date.

    b.   An "*" in the APR (Appearance Field) indicates defendant did not appear at docket call. This field will not be updated if the defendant appears later.

1.	TYP	Docket Type: (e.g., AR-Arraignment, BR-Bond Reduction, CH-Competency Hearing, CT-Contest Docket, PL-Plea Docket, PT-Pretrial, ST-Sentencing, SP-Special Setting, TR-Trial Docket).
2.	NOTE	Further information (e.g., REVO-Probation Revocation, PLEA-Agreed Plea).
3.	D	Disposition (D-Dismissed, F-Felony Conviction, M-Misdemeanor Conviction, P-Probation).
4.	C	Custody Status (J-County Jail, W-Work Release, H-Jail Hospital, I-In Other City Jails).

MENU #19   JAIL LIST:

    a.   Allows search and display of prisoners currently incarcerated in the Tarrant County Corrections Facilities. The search can be by Name, Race and Sex or any combination thereof. Data displayed included Name, Race, Sex, Date of Birth, CID (County ID) and the Arresting Agency number.

MENU # 20   CRIMINAL JAIL POPULATION:

    a.   A summary of the incarcerated individuals listed by prisoner classification.

MENU # 21   BAIL BONDSMAN LIST:

    a.   Lists all bail bondsmen used by the County in an alphabetical format. If searching for a specific name, enter the name or part of the name into the "SEARCH NAME" field (e.g., Daniel or D).

    b.   The function keys will also assist you in navigating through the list of bondsmen. The F8 key will let you scroll down the list. To scroll up the list, you will need to perform another search.

    c.   The information provided on this screen is as follows:
        1.   Code: Alphanumeric code assigned by the county to identify each bondsman.
        2.   Name: Alphabetical list of all bondsmen used by the County.
        3.   Address: Business address and phone number of each bondsman.

MENU #22   NISI CASE LIST:

    a.   Displays outstanding Nisi cases for a specified bondsman. Enter a bondsman code in the "Bondsman" field and press Enter↵. The F8 key will let you scroll down the list. You may view detailed case data by placing an "S" next to the desired case and pressing Enter↵.

MENU #23   NISI CASE DISPLAY:

    a.   Detailed information located on the Nisi case history screen will include, but is not limited to Nisil Date, Answer Date, Judgment Date, Citation Execution Date and Amount of Bond.

MENU #25   CRIMINAL ATTORNEY LIST:

    a.   Lists attorneys' names, addresses and phone numbers. If searching for a specific name, enter the name or part of the name into the "Search Name" field (e.g., Abbott or A).

    b.   The function keys will also assist you in navigating through the list of attorneys. The ⌨F8 key will let you scroll down the list. To move up the list, you will need to perform another search.

    c.   The information provided on this screen is as follows:
        1.   Code: An alphanumeric code assigned to each attorney by the County.
        2.   Name: Alphabetical list of attorneys.
        3.   Address: The business address of each attorney.
        4.   Phone: The business phone of each attorney.

MENU #30   CRIMINAL OFFENSE GROUPS:

    a.   Lists offenses by category.

    b.   You may access the list by entering an offense code or by entering an "S" to the left of a group or an offense, then pressing ⌨Enter.

MENU #31   CRIMINAL OFFENSE CODES SELECT:

    a.   This screen lists all offenses in a specific category.

    b.   The information available includes the Tarrant County offense code, Degree, Felony or Misdemeanor, Description, and NCIC offense code.

    c.   To access additional information on a specific offense code, enter an "S" in the field to the left of the desired code, and press ⌨Enter.

MENU #32   CRIMINAL OFFENSE CODE DISPLAY:

    a.   This screen displays an individual offense code record. The information available included the Tarrant County offense code, Felony or Misdemeanor, Degree, NCIC or DPS offense code, Statute Citation and the long text description.

MENU #33   CRIMINAL ACTION/DISP CODES:

    a.   Lists all disposition and action codes along with a description for each.

    b.   You may scroll down by pressing the 8 key and scroll back up the list by pressing the F7 key.

MENU #39   TRAFFIC APPEAL NAME SEARCH:

    a.   Lists all individuals and offenses in alphabetical order. The display will also show the case number and court in which the case will be heard. You may view detail data by placing an "S" next to the desired name and pressing Enter↵.

MENU #40   TRAFFIC APPEAL CASE DISPLAY:

    a.   Shows the case information for a given case number. If there is an outstanding warrant on the case, it is displayed in the upper right hand corner of the screen. If there has been a judgment issued on the case, it will be displayed in the lower portion of the screen below the setting date and time.

DISPOSITION / ACTION CODE LIST
Revised August 22, 2002

CODE	DESCRIPTION
AABT	APPEAL ABATED
AAMR	APPEAL AFFIRMED MANDATE RETURNED
ACQL	ACQUITTAL
ADIS	APPEAL DISMISSED – COURT OF APPEALS
ADJD	FOUND GUILTY
ADPB	ADJUDICATED - PROBATED
AFRS	AFFIDAVIT FOR RELEASE OF SURETY
APLD	CASE APPEALED
APLJ	APPEAL JUDGMENT
APPL	APPEAL TO COURT OF CRIMINAL APPEALS
APWD	APPEAL WITHDRAWN
ASSP	AFFIDAVIT TO SURRENDER SURETY
BDUP	BOND UPDATE
BFNC	BOND FORFEITURE SET ASIDE WITHOUT COST
BFNI	BOND FORFEITURE – NISI
BFSA	BOND FORFEITURE SET ASIDE
BFWC	BOND FORFEITURE SET ASIDE WITH COST
BNCH	BENCH WARRANT
BNCR	BENCH WARRANT RETURNED
BOFO	BOND FORFEITURE
BOIS	BOND INSUFFICIENT
BREI	BOND REINSTATED
BRVK	BOND REVOKED
BSET	BOND SET
CBPB	CASH BOND PARTIAL BOND PAYMENT
CBWB	CASH BOND WHOLE BOND PAYMENT
CDRI	DISMISSED – REASON OF INSANITY
CHOV	CHANGE OF VENUE
CLOZ	CASE CLOSED
CNTP	CONTEMPT OF COURT
COMP	COMPETENT TO STAND TRIAL
COND	CONDITIONAL DISCHARGE
COND	CONDITIONS OF BOND
CTSB	CREDIT TIME SERVE BOTH
CTSM	CREDIT TIME SERVE MONEY
CTST	CREDIT TIME SERVE TIME

DEAD	CASE CLOSED
DFAC	ADMINISTRATIVE CLOSURE
DFAJ	DEFERRED ADJUDICATION
DFPF	DEFERRED PROBATION – PROFORMA
DM01	DISMISSED – INSUFFICIENT EVIDENCE
DM02	DISMISSED – CONVICTED ANOTHER CASE
DM03	DISMISSED – COMPLAINANT REQUEST
DM04	DISMISSED – CASE REFILED
DM05	DISMISSED – DEFENDANT UNAPPREHENDED
DM06	DISMISSED – DEFENDANT DECEASED
DM07	DISMISSED – DEFENDANT GRANTED IMMUNITY
DM08	DISMISSED – OTHER
DM09	DISMISSED – SPEEDY TRIAL
DM10	CODP DISMISSAL
DM11	DISMISSED – DEFENSIVE DRIVING SCHOOL
DM12	DISMISSED WITH COSTS
DM13	DFAJ COMPLETED
DMCA	DISMISSED – COURT OF CRIMINAL APPEALS
DMDA	DISMISSED AFTER DFAJ
DRLD	DRIVERS LICENSE DISMISSED
DRLG	DRIVERS LICENSE GRANTED
DSEN	DELAYED SENTENCING
EXTN	EXTENSION
FELC	FELONY CONVICTION
FINE	FINE ONLY
FSEN	FORMAL SENTENCE
ICMT	FOUND INCOMPETENT
INAF	AFFIDAVIT OF FACTS (N-COMP.) INTERLOCK
INNO	INNOCENT
INPF	PROOF OF INTERLOCK
INST	INSTRUCTED VERDICT
INTM	NOTICE INTERLOCK REQUIREMENT MAILED
ISSD	BOND ISSUED
ITIN	INSANE AT TIME – INSANE NOW
ITSN	INSANE AT TIME – SANE NOW
JPDM	JP DISMISSAL
JVAC	JUDGMENT VACATED
LBDA	LABOR DETAIL AMENDED
LBDC	LABOR DETAIL COMPLETE
LBDT	LABOR DETAIL PROGRAM
LBIN	LABOR DETAIL INCOMPLETE

MANS	MANSFIELD FACILITY
MDRV	MISDEMEANOR REVOKED
MEMO	MEMORANDUM OF AGREEMENT
MISD	MISDEMEANOR CONVICTION
MNRC	MANDATE RECALLED
MNTD	MOTION FOR NEW TRIAL DISMISSED
MNTF	MOTION FOR NEW TRIAL FILED
MNTG	MOTION FOR NEW TRIAL GRANTED
MSPD	MOTION TO SUPPRESS DENIED
MSPF	MOTION TO SUPPRESS FILED
MSPG	MOTION TO SUPPRESS GRANTED
MSTR	MISTRIAL
MTRA	MOTION TO REVOKE HELD IN ABEYANCE
MTRD	MOTION TO REVOKE DISMISSED/DENIED
MTRF	MOTION TO REVOKE FILED
MTRH	MOTION TO REVOKE PROBATION HEARD
MTRI	MOTION TO REVOKE ISSUED
NCOM	FOUND NOT COMPETENT
NGIN	NOT GUILTY – INSANITY
NGLY	NOT GUILTY
NOBL	NO BILLED BY GRAND JURY
NOLO	NO CONTEST
NUNC	NUNC PRO TUNCS
OCLF	OCCUPATIONAL LICENSE FILED
OCLG	OCCUPATIONAL LICENSE GRANTED
PA01	PETITION TO AMEND – 1st AMENDMENT
PA02	PETITION TO AMEND – 2nd AMENDMENT
PA03	PETITION TO AMEND – 3rd AMENDMENT
PA04	PETITION TO AMEND – 4th AMENDMENT
PA05	PETITION TO AMEND – 5th AMENDMENT
PA06	PETITION TO AMEND – 6th AMENDMENT
PA07	PETITION TO AMEND – 7th AMENDMENT
PA08	PETITION TO AMEND – 8th AMENDMENT
PA09	PETITION TO AMEND – 9th AMENDMENT
PABT	PETITION ABATED
PAMD	PROBATION AMENDED
PAPD	PROBATION AMENDED PETITION DISMISS
PBDJ	PROSECUTION BARRED – DBL JEOPARDY
PBPF	PROBATION – PROFORMA
PDIM	PETITION DISMISSED
PDIS	PROBATION DISCHARGED

PETA	PETITION TO AMEND FILED
PETR	PETITION TO REVOKE FILED
PGBC	PLEA GUILTY BEFORE COURT
PGBJ	PLEA GUILTY BEFORE JURY
PGFR	PLEA GUILTY FELONY REDUCED
PHPC	PETITION HEARD – PROBATION CONTINUED
PLBR	PLEA IN BAR
PMOD	PROBATION MODIFIED
PRAC	ADMINISTRATIVE CLOSURE
PRBC	PROBATION CONTINUED
PRBX	PROBATION EXTENDED
PRCP	PRECEPT TO SERVE
PRDC	PROBATIONER DECEASED
PRDE	DISMISSED EARLY
PREL	PROBATION RELEASED
PREX	EXPIRED
PRNH	PROBATION REVOKED NEW HEARING
PROB	PROBATION
PROC	PROC EDENDO
PRRK	PROBATION REVOKED
PSYX	PSYCHIATRIC EXAM ORDERED
PT01	PETITION TO REVOKE – 1St AMENDMENT
PT02	PETITION TO REVOKE – 2nd AMENDMENT
PT03	PETITION TO REVOKE – 3rd AMENDMENT
PT04	PETITION TO REVOKE – 4th AMENDMENT
PT05	PETITION TO REVOKE – 5th AMENDMENT
PT06	PETITION TO REVOKE – 6th AMENDMENT
PT07	PETITION TO REVOKE – 7th AMENDMENT
PT08	PETITION TO REVOKE – 8th AMENDMENT
PT09	PETITION TO REVOKE – 9th AMENDMENT
PTED	PETITION TO EXPUNGE DENIED
PTEF	PETITION TO EXPUNGE FILED
PTRN	PLEAD NOT TRUE TO PROBATION REVOKE
QUAS	QUASH
REFO	REFORMED
RELC	RELEASED FROM CUSTODY
REV	REVERSED
REVA	REVERSAL AND ACQUITTAL
REVD	REVERSAL AND DISMISSAL
REVM	REVERSAL AND REMANDED
REVP	REVERSAL AND PARTIAL

RPTJ	REPORT TO JAIL
SAIP	BOOT CAMP AND PROBATION
SATF	PROBATION AFTER SAFPF
SHOK	SENTENCE SUSPENDED – PROBATION
SJFA	STATE JAIL FELONY – ADJUDICATED
SJFC	STATE JAIL FELONY – CONVICTION
SJFD	STATE JAIL FELONY – DEFERRED
SJFP	STATE JAIL FELONY – PROBATION
SJFR	STATE JAIL FELONY – REVOKED
SJFS	STATE JAIL FELONY – SHOK
SPTR	DISMISSAL – SPEEDY TRIAL
SSNT	SUSP SENTENCE – NEW TRIAL
STIN	SANE AT TIME – INSANE NOW
TRNF	COURT TRANSFER
UTIN	UNKNOWN AT TIME – INSANE NOW
WARR	WARRANT ISSUED PER COURT
WKRL	WORK RELEASE
WRCM	WORK RELEASE – COMPLETED
WREC	WARRANT RECALLED
WRIN	WORK RELEASE – INCOMPLETE

ACCOUNT STATUS


```
S Dial-In Balance                                                    _ □ ×
JIMS:DIBALNCE              DISPLAY CURRENT BALANCE        Mon 08/12/2002

     Customer Name  : District Clerk Test Account
     Account Number : 09000002
     Current Balance:      $0.00

     User ID   Trans Date        Description          Amount

     090000 02 06/27/2002 Minute Charge               -0.10 ▲
     090000 01 07/25/2002 Minute Charge               -0.05
     090000 01 10/24/1996 MINUTE CHARGE               -0.20
     090000 01 10/24/1996 MINUTE CHARGE               -0.80
     090000 01 10/28/1996 MINUTE CHARGE               -0.50
     090000 01 10/30/1996 MINUTE CHARGE               -0.05
     090000 01 10/30/1996 MINUTE CHARGE               -0.05
     090000 01 10/30/1996 MINUTE CHARGE               -0.30
     090000 01 10/30/1996 MINUTE CHARGE               -4.40
     090000 01 10/30/1996 MINUTE CHARGE                0.00
     090000 01 10/30/1996 MINUTE CHARGE               -3.25
     090000 00 11/01/1996 MONTHLY FEE                -25.00
     090000 01 11/21/1996 MINUTE CHARGE                0.00
     090000 01 11/21/1996 MINUTE CHARGE               -2.75 ▼
```

It is advisable to check this screen occasionally so that your account does not drop to a negative amount. You can estimate how much you need to send in by examining either this screen or your monthly statement. A good rule of thumb is to maintain a balance of twice the monthly charge plus 2 times your average monthly usage. **If your balance drops to $0.00 or less, you will be denied access to all Web-Based Access information.**

MONTHLY STATEMENTS
Explanation of Activity

The following terms can appear on your monthly statement in the ACTIVITY column, and reflect certain types of transactions to your account as outlined below:

MONTHLY FEE   –   The $35 monthly fee assessed on each account on the 1st of the month for 1-5 users. $70 monthly fee for 6-10 users, $105 monthly fee for 11-15 users.

DEPOSIT   –   All deposits made to the account to increase the balance and cover anticipated future charges and monthly fees.

ADJUSTMENT   –   An adjustment to the balance (usually an increase in dollars) to correct any error in processing. This can include the server not disconnecting properly due to telephone line problems that lock up the session and continue the charge. When these problems are discovered, corrections are made to the user's account.

BALANCE   –   Account balance as of the last day of the month. This will be the next month's balance forward. The statements are produced on the last day of the month. Therefore, by the time the statement is received, the $35 monthly charge will have been deducted and your balance will be less than that shown on the statement. **NOTE: The monthly statement is NOT a bill requesting a specific sum of money to be paid.** It only shows what the monthly usage is and what transactions have been applied to the account. It is up to the user to estimate the amount of funds that need to be remitted. **IT IS IMPORTANT TO ESTIMATE WHAT THE MONTHLY USAGE IS AND REMIT A CHECK FOR THAT AMOUNT <u>AND</u> THE MONTHLY FEE SO THAT SERVICE IS NOT INTERRUPTED.**

Appendix A

STATE OF TEXAS   §
                        §   DISTRICT CLERK COMPUTER DIAL-IN
                        §   SUBSCRIBER AGREEMENT
COUNTY OF TARRANT §

        This DISTRICT CLERK COMPUTER DIAL-IN SUBSCRIBER AGREEMENT (hereinafter "agreement") is by and between Thomas A. Wilder, District Clerk of Tarrant County, Texas (hereinafter "DISTRICT CLERK") and Suzanne Henderson, County Clerk of Tarrant County, Texas (hereinafter "COUNTY CLERK"), both having administrative offices located at the Tarrant County Justice Center, 401 West Belknap, Fort Worth Texas, and _____ _____ (hereinafter "SUBSCRIBER"), having its principal place of business at _____ _____ _____

I.   GENERAL PROVISIONS

1.01   Entire Agreement

        This agreement constitutes the entire agreement between DISTRICT CLERK/COUNTY CLERK and SUBSCRIBER and supersedes all proposals, oral and written, and all other communications between the parties in relation to the subject matter of this agreement.

1.02   Effective Date

        This agreement is effective as of the last date indicated below the signatures of the parties hereto.

1.03   Termination Date

        This agreement is effective for one (1) year from the effective date set out in   1.02   above   and   is   automatically

renewed for additional periods of one (1) year unless terminated as set forth in 1.04 or 1.05 below.

1.04 Termination by Written Notice

This agreement may be terminated by either party upon written notice to the other party.

1.05 Automatic Termination

This agreement may be terminated automatically (without notice) if SUBSCRIBER fails a) to pay any fees set out in this agreement, or b) to maintain sufficient funds in its account to pay all anticipated fees, or c) to follow the procedures for access to DISTRICT CLERK'S or COUNTY CLERK'S computers.

1.06 Type of Access

SUBSCRIBER desires access to the following information:

(a)   District and County Court <u>Criminal</u> records;

(b)   District Court <u>Civil</u> records;

(c)   District Court <u>Family</u> records; and,

(d)   District Court <u>Tax</u> records.

Certain information and/or records included in these categories may be unavailable as set out by law or court order.

1.07 Ownership of Information

SUBSCRIBER agrees that much, if not all, of the information to be accessed through this agreement consists of records of the judiciary, and such records, including the format in which they are disclosed, are subject to the ultimate control of the judiciary.

II.   COST, BILLING AND PAYMENT

2.01   Processing Fee

SUBSCRIBER shall pay a fifty and no/100 dollar ($50.00) non-refundable processing fee at the time this agreement is submitted to the DISTRICT CLERK.

2.02   Escrow Account

SUBSCRIBER shall maintain an escrow account, to be administered by the DISTRICT CLERK, in a sufficient amount to cover the future month's anticipated usage (monthly charge and per minute charge) by SUBSCRIBER. When and if the escrow account reaches zero, SUBSCRIBER'S access will be automatically terminated.

2.03   Escrow Fees

SUBSCRIBER shall pay the following fees, which fees will be deducted from the escrow account set out in 2.02 above:

(a)   Monthly charge = $25; and,

(b)   Per minute charge = $.05.

2.04   Change in Fees

DISTRICT CLERK reserves the right to change the fees set out in 2.02 and 2.03 above.   In the event of a change, DISTRICT CLERK shall notify SUBSCRIBER prior to such a change.   If SUBSCRIBER does not want to pay the new fees, SUBSCRIBER'S sole option is to terminate the agreement as set out in 1.04 above.

2.05   Time for Payment of Fees

The processing and escrow fees must be paid at the time the agreement is   signed,   by   cash   or   by   check   made

payable to "Tarrant County District Clerk" and delivered to:

> TARRANT COUNTY DISTRICT CLERK
> 401 W. BELKNAP
> FORT WORTH, TEXAS 76196-0402
> ATTN: COMPUTER DIAL-IN

III.   RESPONSIBILITIES OF SUBSCRIBER

3.01 Laws

SUBSCRIBER shall comply with the provisions of the manual governing use of the dial-in system.

3.02 Payment of Fees

SUBSCRIBER agrees that all fees set out in Section II above will be timely paid to DISTRICT CLERK.

3.03 Maintenance of Escrow Account

SUBSCRIBER agrees to maintain an escrow account with DISTRICT CLERK that contains an amount equal to or greater than the fees for the future month's anticipated usage of the computer system.

3.04 Equipment

SUBSCRIBER shall provide all computer equipment necessary to effect connection to DISTRICT CLERK'S or COUNTY CLERK'S computer(s), including display equipment (terminal or personal computer, etc.) and transmission equipment (modem, communication lines, etc.). SUBSCRIBER shall be responsible for assuring the proper use, maintenance, and supervision of its equipment.

3.05 Security System and Laws

SUBSCRIBER acknowledges that TARRANT COUNTY, TEXAS and DISTRICT CLERK and COUNTY CLERK employ a security system which is intended to prevent unauthorized persons from making use of the computer resources of TARRANT COUNTY,

TEXAS and DISTRICT CLERK and COUNTY CLERK or gaining access to certain data which is stored on their computer systems. SUBSCRIBER agrees to not:

(a)   Use TARRANT COUNTY, TEXAS' or DISTRICT CLERK'S or COUNTY CLERK'S computer resources without proper authorization;

(b)   Disclose Logon-ID password or other details of the security plan to any person without the express consent of DISTRICT CLERK or COUNTY CLERK;

(c)   Alter, damage or destroy any data stored on the computer system; and,

(d)   Attempt to gain or to gain access to information TARRANT COUNTY, TEXAS or DISTRICT CLERK or COUNTY CLERK has deemed confidential in nature.

SUBSCRIBER agrees to abide by all federal and state laws which relate to the use of TARRANT COUNTY, TEXAS' and DISTRICT CLERK'S and COUNTY CLERK'S computers and the data stored therein.

IV.   Release from Liability

4.01   SUBSCRIBER agrees that neither TARRANT COUNTY, TEXAS nor DISTRICT CLERK nor COUNTY CLERK shall be liable or responsible for any damage, injury, or inconvenience to SUBSCRIBER or SUBSCRIBER'S clients, employees, or agents, as a result of SUBSCRIBER'S use of DISTRICT CLERK'S or COUNTY CLERK'S computer(s). SUBSCRIBER agrees to indemnify and to hold TARRANT COUNTY, TEXAS, as well as DISTRICT CLERK and COUNTY CLERK, harmless from and assume all responsibility for damages occurring as a result of the use of DISTRICT CLERK'S or COUNTY CLERK'S computer(s).

4.02   Reliability of Information

SUBSCRIBER understands and agrees that neither TARRANT COUNTY, TEXAS nor DISTRICT CLERK nor COUNTY CLERK expressly or impliedly warrant that the information or data accessed by SUBSCRIBER is accurate or correct.   SUBSCRIBER releases TARRANT COUNTY, TEXAS and DISTRICT CLERK and COUNTY CLERK from any and all liability and/or damages resulting from incorrect data or any other misinformation accessed from the computers and the computer records.

4.03   Inability to Access Information

Neither DISTRICT CLERK nor COUNTY CLERK shall be liable for SUBSCRIBER'S failure to access the DISTRICT CLERK'S or COUNTY CLERK'S computer(s).   In the event SUBSCRIBER is unable to access the computer(s), SUBSCRIBER'S sole and exclusive remedy shall be to terminate this agreement.

V.   RESPONSIBILITIES OF DISTRICT CLERK

5.01   Statements

DISTRICT CLERK agrees to send a monthly statement to SUBSCRIBER, which statement will reflect the charges deducted from the escrow account.

5.02   User's Manual

DISTRICT CLERK agrees to provide SUBSCRIBER one copy of the user manual.

5.03   Right to Modify

DISTRICT CLERK reserves the right to add, modify, or delete information or format of information available to SUBSCRIBER.

5.04 Return of Money

Upon termination of the agreement, DISTRICT CLERK agrees to audit SUBSCRIBER'S account and to return to SUBSCRIBER any unused portion of the escrow account set out in 2.02 above. However, it is agreed that DISTRICT CLERK has no obligation to pay interest, if any, earned on such escrow fees.

5.05 Software

DISTRICT CLERK agrees to provide communications software to SUBSCRIBER. SUBSCRIBER agrees to use only the communications software provided by DISTRICT CLERK to access the information provided for in this agreement. However, DISTRICT CLERK is not required to provide communications software that meets specific hardware requirements of SUBSCRIBER.

VI. MISCELLANEOUS PROVISIONS

6.01 Assignment

Neither party shall assign or subcontract this agreement, or any portions hereof, without the written consent of the other parties.

6.02 Applicable Law

This agreement shall be governed by the laws of the State of Texas, and the parties agree that the place of performance of all obligations of this agreement is Tarrant County, Texas.

6.03 Notices

Any notice and/or bills or invoices under this agreement shall be in writing and sent to the address of the party as follows:

DISTRICT CLERK: TARRANT COUNTY DISTRICT CLERK
401 WEST BELKNAP
FORT WORTH, TEXAS 76196-0402
ATTN: COMPUTER DIAL-IN

SUBSCRIBER: _____

_____

_____

_____

6.04 Severability

The invalidity or unenforceability of any one or more phrases, sentences, clauses, paragraphs, or sections contained in this agreement shall not affect the validity or enforceability of the remaining portions of this agreement.

6.05 Authority of Parties

Both DISTRICT CLERK and COUNTY CLERK and SUBSCRIBER, as well as the individuals signing on their behalf, agree that those individuals whose signatures appear below have full authority to sign on behalf of and bind the DISTRICT CLERK and COUNTY CLERK and SUBSCRIBER to all terms of this contract.

TARRANT COUNTY DISTRICT CLERK TARRANT COUNTY CLERK

THOMAS A. WILDER SUZANNE HENDERSON

BY: _____ BY: _____

TITLE: _____ TITLE: _____

ADDRESS: 401 West Belknap ADDRESS:401 West Belknap

Fort Worth, TX 76196-0402 Fort Worth, TX 76196-0402

TELEPHONE: (817) 884-1574 TELEPHONE:(817) 884-3202

DATE: _____ DATE: _____

SUBSCRIBER

_____

BY: _____

TITLE: _____

ADDRESS: _____

_____

TELEPHONE: _____

DATE: _____

STATE OF TEXAS § **WEB-BASED ACCESS ADDENDUM**

§ **TO DISTRICT CLERK COMPUTER**

COUNTY OF TARRANT § **DIAL-IN SUBSCRIBER AGREEMENT**

This WEB-BASED ACCESS ADDENDUM TO DISTRICT CLERK COMPUTER DIAL-IN SUBSCRIBER AGREEMENT (hereinafter "Addendum") is by and between Thomas A. Wilder, District Clerk of Tarrant County, Texas (hereinafter "DISTRICT CLERK"), with administrative offices located at the Tarrant County Justice Center, 401 West Belknap, Fort Worth Texas, and

_____ (hereinafter "SUBSCRIBER"), having its principal place of business at

_____

____.

In addition to the agreements memorialized in the District Clerk Computer Dial-In Subscriber Agreement by the DISTRICT CLERK and the SUBSCRIBER (hereinafter "PARTIES") on the ____ day of _____, _____, the PARTIES further agree to the following additional terms which apply to SUBSCRIBER'S use of web-based access:

2.015 Deposit

SUBSCRIBER shall pay a $50.00 deposit in addition to a pre-payment of $70.00, the equivalent of the fee for two-months of access, for a total of $120.00 at the execution of this Addendum.

2.03 Escrow Fees

SUBSCRIBER shall pay the following fees, which fees will be deducted from the escrow account set out in 2.02 of the DISTRICT CLERK COMPUTER DIAL-IN SUBSCRIBER AGREEMENT:

(a)   Monthly charge = $35.

3.045 Equipment for Internet Access

SUBSCRIBER shall provide internet access either through an internet service provider (ISP) or other means.

6.055 Authority of Parties

DISTRICT CLERK and SUBSCRIBER, as well as the individuals signing on their behalf, agree that those individuals whose signatures appear below have full authority to sign on behalf of and bind the DISTRICT CLERK and SUBSCRIBER to all terms of this contract.

TARRANT COUNTY DISTRICT CLERK   SUBSCRIBER
THOMAS A. WILDER
BY: _____   BY:
_____

TITLE: _____   TITLE:
_____

ADDRESS: 401 West Belknap   ADDRESS:
_____

Fort Worth, TX 76196-0402
_____

TELEPHONE: (817) 884-1574   TELEPHONE:
_____

DATE: _____   DATE:
_____