

# **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 |

District Clerk Tom Wilder 817-884-1574

Revised March 2006

# 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

## Special Features

### CRIMINAL INFORMATION

Attorney List  
Bond Information  
Bondsman List  
Booking Information  
Case Information  
Criminal History-Tarrant County  
Felony and Misdemeanor  
Jail List  
Nisi Case List  
Offense, Action & Disposition Codes  
Setting Information  
Traffic Appeals  
Warrant Information

### CIVIL, FAMILY & TAX INFORMATION

Attorney Information For A Party  
Court Costs In A Case  
Execution Docket  
Master Index Of Cases  
Minutes (Fiche And Frame Numbers)  
Party Address (If Provided By Attorney)  
Listing Of Cases For An Attorney  
Status Of Service  
Who Filed A Pleading  
Description Of Document Filed  
Cases Filed For A Specific Date Range

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 Any database created from these records may become out-of-date and subject to misinterpretation.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.

## Accessing the System

If you are running **Microsoft XP** then you do not have to download the Remote Desktop software. All other versions of Windows must download the software from the link listed below.

### 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 dc-online.tarrantcounty.com 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:

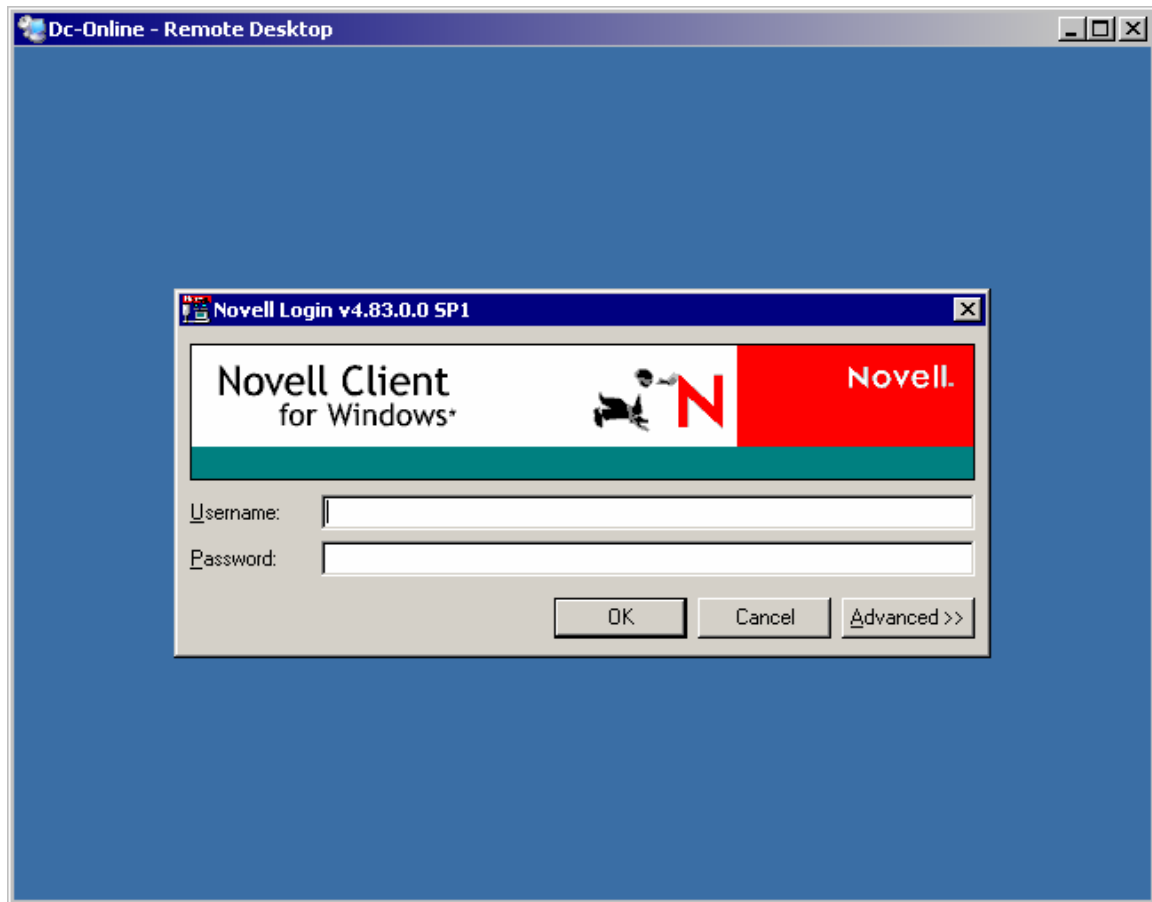
To Install:

- 1) Go to <http://www.microsoft.com/windowsxp/pro/downloads/rdclientdl.asp>
- 1) Click on [msrdpcli.exe](#) to download the software. (Right side of the screen under Download)
- 2) Select Open.
- 3) Click Next.
- 4) Click "I Accept the terms of this License Agreement".
- 5) Click Next.
- 6) Click Next Again.
- 7) Click Install. Click Finish.

To Access:

- 1) Click on Start.
- 2) Click on Programs.
- 3) Click On Accessories
- 4) Click on Remote Desktop Connection.
- 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 dc-online.tarrantcounty.com 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.

Enter your Novell subscriber number (your userid: 0101xxxx) 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 most recently 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.

**ATTENTION:**

**It is VERY important that when you have completed your searches you log off the system. DO NOT USE THE “DISCONNECT” OPTION.**

1. Click on Start, then click on Shutdown, then select Logoff...
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.

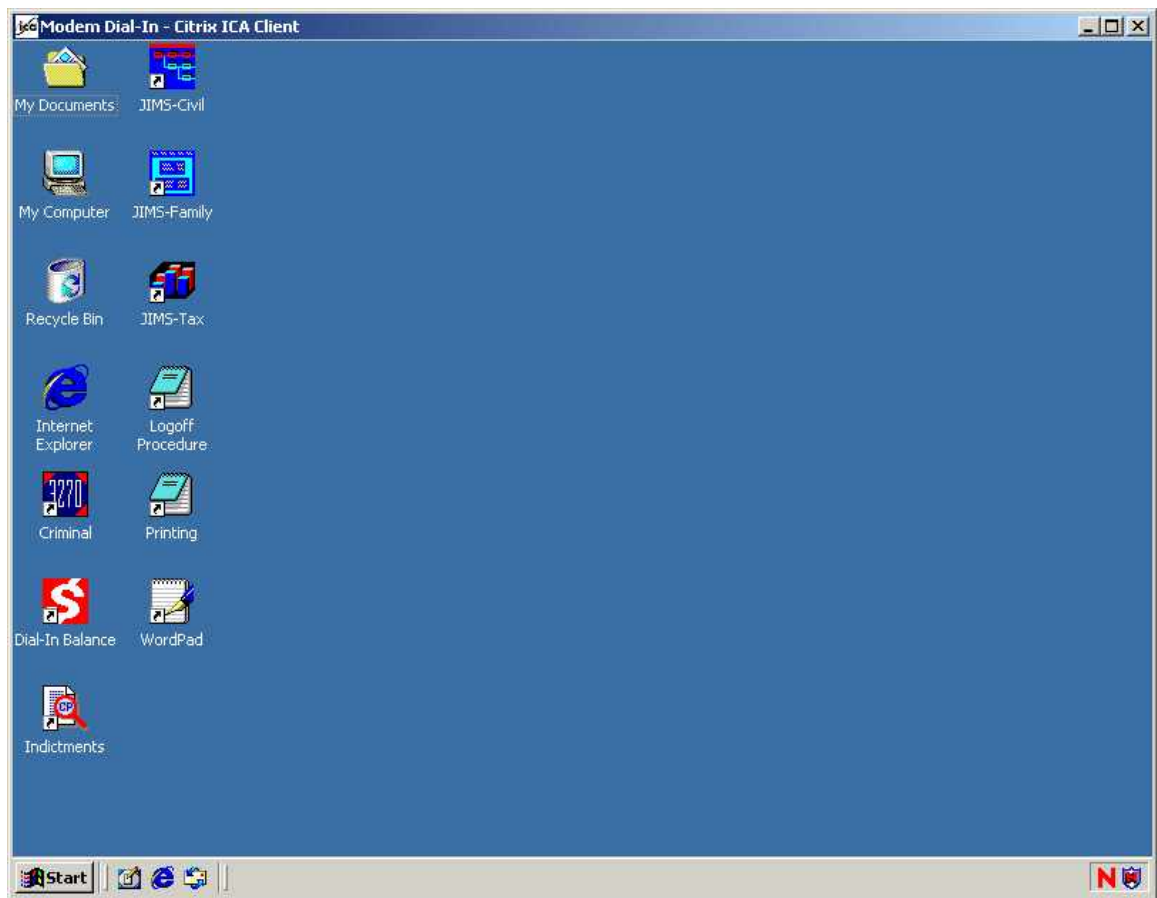
### **Suggested List of Printers**

HP LaserJet 4x, 5x

HP DeskJet 8xx, 9xx, and later models.

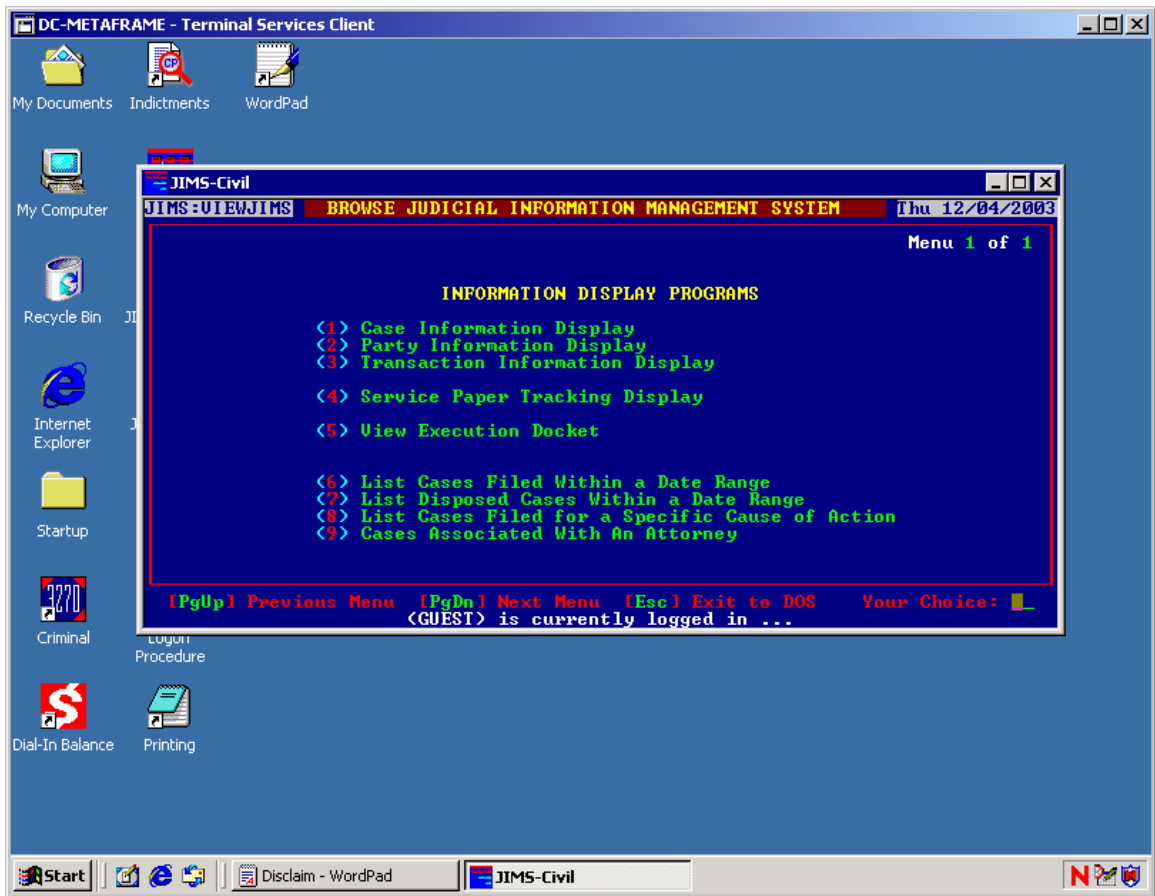
Most MF (multi-function) devices (printer, scanner, fax, and copy) devices are not supported.

You must use one of the supported printers if you wish to print from the applications. A list of printers will be supplied upon request.



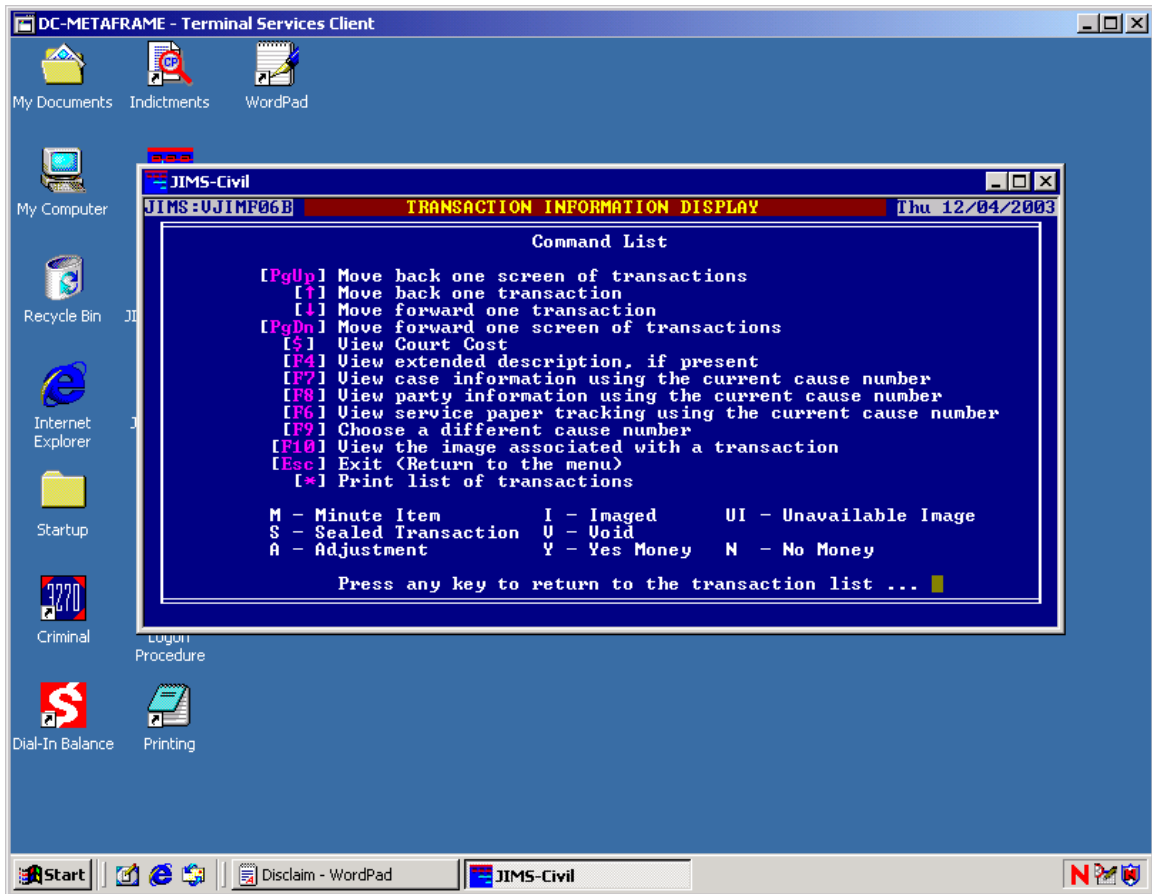
**Access to the Tarrant County Web-Based Access Service is unavailable from 4:30 a.m. until 5:30 a.m. 7 days a week.**

## 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 236<sup>th</sup> 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.

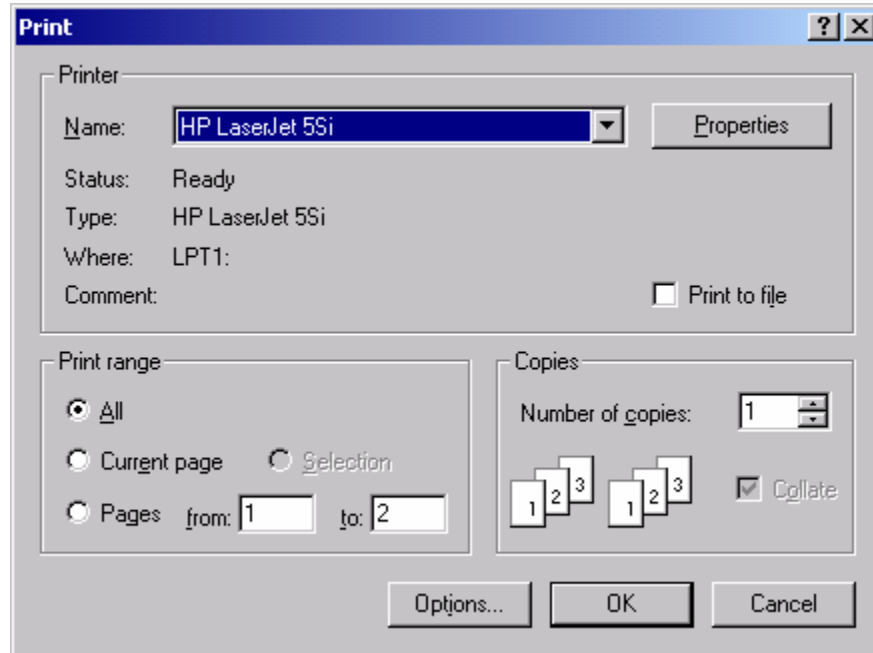
### 2) PARTY INFORMATION DISPLAY:

- 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 .
  
- 6) CASES FILED WITHIN A DATE RANGE
  - a. Enter the Starting Date Range and press .
  - b. Enter the Ending Date Range and press .
  
- 7) CASES DISPOSED WITHIN A DATE RANGE
  - a. Enter the Starting Date Range and press .
  - b. Enter the Ending Date Range and press .
  
- 8) CASES FILED FOR A SPECIFIC CAUSE OF ACTION
  - a. Type the Cause of Action Code or press  to select from a list.
  - b. Enter the Starting Date Range and press .
  - c. Enter the Ending Date Range and press .
  
- 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

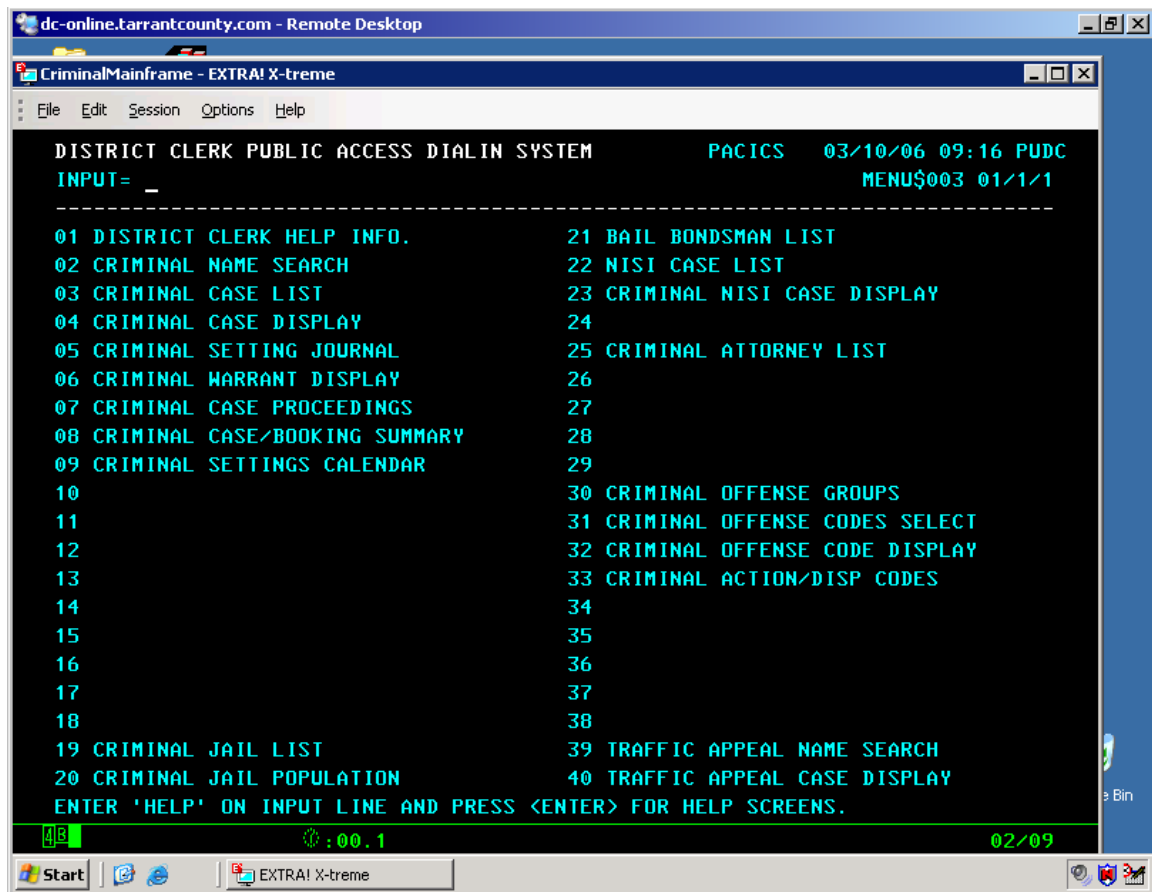
Select Indictments Icon.

to select correct date.

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 0” or “X 1” 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:

|            |                                      |
|------------|--------------------------------------|
| <u>F7</u>  | Previous Screen or record (page up)  |
| <u>F8</u>  | Next screen or record (page down)    |
| <u>F12</u> | Return to previous screen or to menu |
| <u>Esc</u> | 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
06 CRIMINAL WARRANT DISPLAY                26
07 CRIMINAL CASE PROCEEDINGS               27
08 CRIMINAL CASE/BOOKING SUMMARY           28
09 CRIMINAL SETTINGS CALENDAR              29
10                                           30 CRIMINAL OFFENSE GROUPS
11                                           31 CRIMINAL OFFENSE CODES SELECT
12                                           32 CRIMINAL OFFENSE CODE DISPLAY
13                                           33 CRIMINAL ACTION/DISP CODES
14                                           34
15                                           35
16                                           36
17                                           37
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 .

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 .

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,  or  to the two spaces to the left of the name and enter 03, then press  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 .

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 .

#### MENU #04 CRIMINAL CASE DISPLAY:

- a. Access by entering the case number in the case number field, press  to display a specific case or access by entering the CID number in CID field, press  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              |

|               |                                                                                      |
|---------------|--------------------------------------------------------------------------------------|
| 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) |
| COMPAN 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 .
- 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 .

## 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 Nisi 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                  |
| DPPF | 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 TUNC                                 |
| OCLF | OCCUPATIONAL LICENSE FILED                    |
| OCLG | OCCUPATIONAL LICENSE GRANTED                  |
| PA01 | PETITION TO AMEND – 1 <sup>st</sup> AMENDMENT |
| PA02 | PETITION TO AMEND – 2 <sup>nd</sup> AMENDMENT |
| PA03 | PETITION TO AMEND – 3 <sup>rd</sup> AMENDMENT |
| PA04 | PETITION TO AMEND – 4 <sup>th</sup> AMENDMENT |
| PA05 | PETITION TO AMEND – 5 <sup>th</sup> AMENDMENT |
| PA06 | PETITION TO AMEND – 6 <sup>th</sup> AMENDMENT |
| PA07 | PETITION TO AMEND – 7 <sup>th</sup> AMENDMENT |
| PA08 | PETITION TO AMEND – 8 <sup>th</sup> AMENDMENT |
| PA09 | PETITION TO AMEND – 9 <sup>th</sup> 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 – 1 <sup>st</sup> AMENDMENT |
| PT02 | PETITION TO REVOKE – 2 <sup>nd</sup> AMENDMENT |
| PT03 | PETITION TO REVOKE – 3 <sup>rd</sup> AMENDMENT |
| PT04 | PETITION TO REVOKE – 4 <sup>th</sup> AMENDMENT |
| PT05 | PETITION TO REVOKE – 5 <sup>th</sup> AMENDMENT |
| PT06 | PETITION TO REVOKE – 6 <sup>th</sup> AMENDMENT |
| PT07 | PETITION TO REVOKE – 7 <sup>th</sup> AMENDMENT |
| PT08 | PETITION TO REVOKE – 8 <sup>th</sup> AMENDMENT |
| PT09 | PETITION TO REVOKE – 9 <sup>th</sup> 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

### Instructions

This screen shows your last 60 days activity, most recent info first. Use the PAGE UP/PAGE DOWN keys, or the 4 arrow keys to move through your data...

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. We will email you every month with a reminder to check your balance online. 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. **If your balance drops below your monthly fee, you will be denied access to all Web-Based Access information.**