

Model 204 Civil Inquiry Manual

Justice Information Management System
406 Caroline, Floor 2
Houston, Texas 77002
<http://www.jims.hctx.net/jimshome/>
June 2007

Table of Contents

Civil System Overview	1
Definition of JIMS	1
The Role of the District Clerk's Office	1
Public Access to JIMS	2
Civil System Web Site	2
Data Entry and Source Documents	3
Display Restrictions per House Bill 1391	4
Purge	4
Introduction to Model 204	5
Log-on Procedures	6
Log-off Procedures.....	8
Accessing a Subsystem	9
Accessing an Option	11
Model 204 Information	12
Error Messages.....	12
The Message Line	12
Paging Techniques	12
F-Key Options.....	13
Printing.....	13
Commonly Seen Fields	14
CASE FILE LOCATION	14
CASE NUMBER	14
CASE STATUS (CST)	14
CASE TYPE	14
CONNECTION CODE (COC).....	14
CURRENT COURT (CRT).....	14
DATE FILED.....	14
FILE COURT.....	14
IMAGE NUMBER	14
JUDGMENT DATE (JUDG)	15
LAST CHANGE DATE (LCD).....	15
PERSON NUMBER (PER) and CONNECTION NUMBER (CONN)	15
POST JUDGMENT NUMBER (PJM).....	15
PRO SE	15
SELECTION FIELD.....	15
SEQUENCE NUMBER (SEQ)	15
STYLE OF THE CASE (STYLE)	15
VOLUME AND PAGE NUMBER	16
Civil System Inquiry Screens	17
ACT 50 — General Court Activity Inquiry	21

ACT 51 — Notice Inquiry	25
ACT 51.10 — For/Against Inquiry	28
ACT 52 — Inquiry By Activity Date	31
ACT 53 — Activity Microfilm Inquiry	34
ACT 65 — Court Activity Analysis	38
ADX 10 — Address Cross-Reference Inquiry	42
ATY 35 — Civil Attorney Inquiry	45
ATY 36 — Civil Attorney Case Inquiry	47
ATY 80 — Attorney Vacation Inquiry	51
DKT 70 — Case Setting History	54
DKT 80 — Docket Setting Inquiry	58
DWP 60 — Dismiss for Want of Prosecution Notice Inquiry	61
INT 33 — Public Access HB1391	64
INT 41 — Document Inquiry	66
INT 42 — Detailed Document Inquiry	69
INT 55 — Service Request Inquiry	74
INT 57 — Service Address Inquiry	78
INT 60 — Service Inquiry	81
INT 65 — Party Inquiry Screens Submenu	86
INT 65.10 — General Party Inquiry	88
INT 65.20 — Selected Connection Party Inquiry	91
INT 65.30 — Specific Party Inquiry	93
INT 65.40 — Name Inquiry Associated Cases	94
INT 65.45 — Civil Name Inquiry Prior to 1981	97
INT 65.50 — Witness Inquiry/Depositions	98
INT 65.60 — Party Name and Address Inquiry	99
INT 65.70 — Party Address History Inquiry	101
Explanation of Fields on INT 65 Suboptions	102
INT 70 — New Cases Filed Inquiry	105
INT 75 — Case Summary Inquiry	108
INT 76 — Consolidated Case Inquiry	112

INT 77 — Tax Property Inquiry.....	114
INT 78 — Court Transfer Inquiry.....	116
INT 85 — Post Judgment Summary Inquiry	118
MFL 20 — Civil Microfilm Inquiry Submenu	121
MFL 20.10 — General/Sealed Minutes Inquiry	123
MFL 20.17 — Presystem Filmed Case Log Inquiry	125
MFL 20.30 — Presystem General Minutes Inquiry.....	126
MFL 20.50 — Special Minutes Index Inquiry	128
MFL 20.60 — Special Case Index Inquiry	129
MFL 20.75 — Charges of the Court Inquiry	130
Explanation of Fields on MFL 20 Suboptions	131
NTS 50 — Notice Inquiry by Case	134
PSTMM — Post Trial System Main Menu	137
PST 10.20 — Appeal Inquiry.....	138
PST 30.20 — Abstract Inquiry.....	142
PST 30.82 — Post-Trial Inquiry	145
PST 50.20 — Bond Inquiry	149
Appendix A - Features of Model 204	152
HELP SCREENS	152
THE OPTION FIELD	152
THE SCROLL FIELD	153
THE PAGE NUMBER FIELD	153
RETURNING TO THE MAIN MENU	153
SUB-MENUS	154
Appendix B - Model 204 Name Inquiries.....	155
FULL NAME	155
PARTIAL NAME	155
COMPANY NAMES.....	156
WILDCARDS	156
Appendix C Code Tables	157
CONNECTION CODES.....	157
CASE STATUS CODES	160
Appendix D - Documents Recorded in the Online Civil System	161
Appendix E - Security and Privacy.....	163
Appendix F - JIMS PROJECT ANALYSTS	164

Index	165
-------------	-----

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 automates one of the largest county justice systems in the United States. JIMS 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.

Public Access to JIMS

The Subscriber Access program was implemented on July 1, 1990. Through this program, individuals may access the JIMS computer system and retrieve public records. This program reduces the need for individuals to call or visit the courthouse in person.

Requirements for participation in the program include submitting an application, paying the necessary deposit and fees, obtaining the approval of the JIMS Executive Board and Harris County Commissioners' Court, setting up the necessary computer hardware and software, and sending all authorized users to training.

Each authorized user of the system must attend a JIMS training class. Upon completion of training, each individual is assigned a unique sign-on code called a log-on ID. Each user will create a confidential password that must not be shared with anyone. The individual will use his or her personal log-on ID and password when dialing in or when accessing the public access web site.

After class, the Subscriber Access Coordinator gives attendees access to the transactions explained in this manual. **Subscribers may begin accessing the system on the first business day of the month following training.** Users receiving security violation error messages after that time should contact the District Clerk's Subscriber Access Coordinator listed below.

Contact - For information about the Subscriber Access program including contracts, payments, billing, signing on to the system, and accessing data, contact:

District Clerk's Office
Subscriber Access Coordinator
(713) 755-7815
E-mail dcsa@hcdistrictclerk.com

Civil System Web Site

On March 1, 2000, Harris County implemented an Internet Web site for the Harris County Subscriber Access Civil System. The address is:

<http://www.jims.hctx.net/>

Any current subscriber who has a JIMS log-on ID and password may use this Web site from any PC connected to the Internet. For best results, use Microsoft Internet Explorer 4.0 or higher browser software.

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 affect 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 Model 204

Model 204 Implementation

During the weekend of March 29, 1997, the JIMS Civil System was implemented in the database management system called Model 204 (M204). The Civil System is housed in the **M4P1** region of the JIMS mainframe computer.

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. Since that time, JIMS and JIMS user agencies have cooperated to redesign and convert existing programs from CICS to Model 204.

Model 204 Design

In Model 204, programs are grouped into subsystems. Each subsystem is 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. Model 204 options are numbered and can be accessed using that number. For example, the Case Summary Inquiry screen is option 75 in the INT subsystem.

The CICS transaction identification codes that were used to access programs in CICS do not function in Model 204. The CICS tran IDs display in the titles of some of the screens, but these codes cannot be entered anywhere in the Model 204 system. Instead, use the Model 204 subsystem code and option number to access a program.

Model 204 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 Model 204 menu screens.

To request additional clearance or training, contact your supervisor, your JIMS project analyst or your JIMS liaison. See Appendix F for a list of project analysts. Subscribers should call the Subscriber Access Coordinator at (713) 755-7815.

Log-on Procedures

Begin from the following screen display:

DSC-13C:U8PUPABS READY FOR LOGON

Step 1

Action:

Type **M4P1**

Press the Enter key.

Result:

>

Step 2

Action:

Type the word LOGON, then leave a space and type your personal log-on ID. (Each authorized JIMS user is issued a unique 5-character code that begins with JU.)

Press the Enter key.

Example:

> LOGON JU_ _ _ (your individual log-on ID)

Press the Enter key

Result:

> LOGON JU_ _ _

*** M204.0347:PASSWORD

>

Step 3

Action:

Type your personal password.

If you are already a JIMS user, type your current password. (Your password will not display on the screen.)

Press the Enter key.

If you have never signed on before, or if your password has been reset, type the word **TEST**, then change your password by following the steps below.

To Change Your Password:

- a. Type your current password, a colon, and your choice for a new password. Choose a password that consists of four to eight letters and/or numbers.

Example: **TEST:SECRET**

- b. Press the Enter key.

To log on after you have changed your password, complete steps 1 and 2 above, then type only your new password at the PASSWORD prompt in step 3.

Result:

>

Step 4

Action:

Press the Enter key or the Clear key.

Result:

When log-on is successful, one of two screens will display:

1. The Model 204 Master Subsystem Selection Main Menu (JPMNU) that allows you to select the subsystem you want to use. This appears when there are no messages waiting. See page 9 for more information.
2. The Receive Message screen (MSG02). This appears when there are messages waiting. (See the Message System manual for more information.)

LOG-ON FAILED

If you do not get logged on, one of the following messages will display:

<u>Message</u>	<u>Solution</u>
PASSWORD EXPIRED	Start over beginning with step 2 and change your password using the procedures in step 3. Every 60 days, you will be prompted to change your password. You may alternate between two codes.
PASSWORD NOT MATCHED	You have typed your password incorrectly. Repeat steps 2 and 3.
LOGONID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call your JIMS project analyst or the JIMS training section. You have made ten invalid log-on attempts and your password needs to be reset. See Appendix F for a list of project analysts.

LOGGING ON THROUGH THE MULTI-SESSION ENVIRONMENT

Instead of the procedures above, you may log on through the multi-session environment known as Tubes. To do this:

1. Type **HCP** on the "READY FOR LOGON SCREEN" and press Enter.
2. Type your log-on ID in the Logon ID field.
3. Press the Tab key.
4. Type your password in the Password field.
5. Press Enter.

6. From the JIMS Main Menu screen select **M4P1 (Model 204 Criminal)** by pressing the appropriate F key.
7. When the status screen displays with the > symbol at the bottom of the screen, press Enter or Clear.

See the handout titled "JIMS Log-on Procedures" for more detailed information.

Log-off Procedures

Logging Off Model 204

Method 1

From a Model 204 menu screen:

F10 = LOGOFF. Press the F10 key.

Method 2

From a Model 204 option screen:

Type an **L** in any OPT (option) field and press Enter. See Appendix A for an explanation of the option field.

Logging off Tubes

To close all your active sessions and return to the HARRIS COUNTY sign-on panel (the Tubes log-on screen):

1. Press **F24** (hold down the Shift key and press F12.). The JIMS Main menu will display.
2. Press **F24** again. All your active sessions will be closed and the Harris County Sign-On Panel will display.

Exiting Tubes Sign-on Panel

To exit Tubes and return to the READY FOR LOGON screen:

After completing the steps listed above in the "Logging Off Tubes", press **F3**. The Ready For Logon screen will display.

Accessing a Subsystem

Once you log on to the Model 204 system, the Master Subsystem Selection Main Menu screen displays (see sample screen below).

TO SELECT A SUBSYSTEM

Method 1

In the SELECTION field at the bottom of the screen (field 8), type the appropriate three-character subsystem ID code (see codes in field 6), then press Enter. The subsystem's main menu will display.

Method 2

Use the Tab key to move the cursor to the blank line (field 5) beside the desired subsystem listing and press Enter. The subsystem's main menu will appear.

Method 3

To go directly to an option screen and bypass a subsystem menu, type the subsystem ID on the first blank line of the SELECTION field (field 8). Type the option number on the second blank line of the SELECTION field (for example, DKT 70). Press Enter. The requested option will display.

```
*****
[1]
JUPLH (SJP1)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JUN 03, 1993
[2]
JPMNU              MASTER SUB-SYSTEM SELECTION              PAGE: 1  OF 1
                                  MAIN MENU                  [4]
                                                              SCROLL: ____

[5] [6]           [7]
-   ACT CIVIL COURT ACTIVITY           -   INT CIVIL CASE INTAKE
-   ADX ADDRESS CROSS REFERENCE        -   MFL CIVIL MICROFILM
-   ATY ATTORNEY SUBSYSTEM              -   NTS NOTICE TRACKING SYSTEM
-   CFM CIVIL CASE FILE MANAGEMENT      -   PST POST TRIAL SYSTEM
-   DKT CIVIL COURT DOCKETING
-   DWP DISMISSAL FOR WANT OF PROSE

                                  [8]
SELECTION:  ____  _____

-----
MAKE SELECTION AND PRESS <ENTER>      7=BACK  8=FWRD      10=LOGOFF  11=HELP
*****
```

EXPLANATION OF FIELDS

1. JUPLH: Log-on ID of person accessing the system.
2. JPMNU: Code identifying displayed transaction.
3. PAGE 1 OF 1: Current page number and total number of pages in displayed transaction.
4. SCROLL: See Appendix A.
5. _: Selection field for access Method 2.
6. ACT: Subsystem ID code.
7. CIVIL COURT ACTIVITY: Subsystem name.
8. SELECTION: Selection field for access Method 1.

F-KEY OPTIONS

- 7=BACK: Press F7 to access preceding page if there is more than one page.
- 8=FWRD: Press F8 to access the next page if there is more than one page.
- 10=LOGOFF: Press F10 to log off M204 system.
- 11=HELP: Press F11 to access general Help screen explaining Main Menu.

Accessing an Option

Use a subsystem main menu to select and transfer to options in that subsystem. The sample screen below shows the DKT Main Menu. However, the procedures below apply to all Model 204 subsystem main menus.

TO SELECT AN OPTION

Method 1

In the SELECTION field at the bottom of the screen (field 4) type the appropriate option number (as listed in field 2) and press Enter.

Method 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter. The selected option will display.

Press the Clear key to return to Subsystem Selection Main Menu.

```
*****
JUPLH (SJP1)  JUSTICE INFORMATION MANAGEMENT SYSTEM      JUN 03, 1993
DKTMM                CIVIL COURT DOCKETING                PAGE: 1  OF 1
                                MAIN MENU                   SCROLL: ____
                                                                OPT: ____ - DKT

[1]  [2]      [3]
-    70. CASE SETTING HISTORY
-    80. DOCKET SETTING INQUIRY

                                [4]
SELECTION:  ____  ____
```

TYPE IN SELECTION AND PRESS <ENTER> 7=BACK 8=FWRD 10=LOGOFF 11=HELP

F-key options are explained on the preceding page.

Model 204 Information

Error Messages

If you receive an error message that you do not understand, copy the message and note what was happening just prior to the error message display. Contact your supervisor, your project analyst, or the District Clerk's Office project analyst for help. If you are a subscriber, call the subscriber access coordinator at (713) 755-7815.

If a symbol such as **?+** or **X-F** displays in the bottom left corner of the screen, the keyboard is locked and needs to be reset. Press the **Reset** key, the cursor will blink, and the symbol will disappear. You may then resume normal typing. If the problem continues, you may need to press the **Tab** key to move the cursor to the beginning of an entry field.

If you are a subscriber using some type of communications software, you may need to access the Help screen for that software to determine which key or keys to press to reset the keyboard on your PC. You may need to press a combination of keys such as **Ctrl r** (Reset) or **Ctrl i** (Tab).

The Message Line

At the bottom of every Model 204 option screen there is a message line designated ==>. Please read and follow the instructions on this line. You may get a message that you have left out required information. Or you may get a message such as: (1000) RECORDS FOUND. PLEASE LIMIT YOUR QUERY. If this occurs, inquire again and include additional data to narrow the search.

Paging Techniques

When a response to an inquiry takes up more display space than is available on one screen, use the paging techniques below to access additional screens of information.

1. Press **F8** to access the next page.
2. Press **F7** to access the preceding page.
3. At the top right corner of the screen, there is field labeled PAGE: __ OF __ (example, PAGE 1 OF 10). Use this field to access a specific page in the response. Type a page number (example, **7**) over the current page number and press Enter.

Subscribers need to use the F-key equivalents appropriate for their PCs. See the subscriber handout for more information.

F-Key Options

Once one option is displayed on the screen, a user can easily transfer to another option by pressing the appropriate program function (F) key.

On the keyboards used with Harris County terminals, the F keys are generally located across the top of the keyboard. These keys allow the user to transfer from one option to another without clearing the screen and without retyping an inquiry.

Message or "prompt" lines appear at the bottom of each screen to indicate which F-key options are available. Users are not necessarily cleared for every F-key transfer displayed on a screen. For each transaction explained in this manual, a F-Key Options section contains information about the specific options available from each screen.

Below is a list of the standard F-keys on option screens:

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

For an alternate method of transferring between transactions, see the explanation of the **OPT** (option) field in Appendix A.

Printing

Many Civil System screens contain a F-key option (F9) that will print a report of all records found in response to an inquiry. In order to use this feature, the user's log-on ID must be associated with a valid Harris County printer ID. Call your JIMS project analyst for more information. Project analysts' phone numbers are listed on Appendix F.

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, type **ACT 50** in selection field at the bottom of the screen and press Enter.

```

*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      FEB 26, 1999(C1)
ACT50              CIVIL COURT ACTIVITY              OPT: _____ - ACT
                   GENERAL INQUIRY              PAGE:  1 OF  1

[1]                [2]                [3]                [4]
CASE NUMBER: 199501201__ POST JUDGMENT NUMBER> __ CURRENT COURT: 309 PUB? _
[5]                [6]
CASE TYPE: DIVORCE_____ CASE STATUS: POST JUDGMENT_____
[7]
STYLE: MARCH, LINDA_____ VS. MARCH, BOBBY_____

          [9]      [10] [11] [12]          [13]      [14] [15] [16]
          [9]      SEQ  ACT  PJN
[8]  DATE  NUM  CODE  STAT  DESCRIPTION          PJN COURT INS>
_ 04/18/1998 36__ ALEVX  A  ORDER SIGNED ALLOWING EVIDENCE__ 3_ 309 76_
[17]      [18]      [19] [20] [21]      [22]
VOL: 99999 PG: 9990 APP: _ PGS: 1__ LCD: 05071998 CLERK: HOUPT, LORETTA__

_ 04/15/1998 35__ SBATX  A  ORDER SIGNED SUBSTITUTING ATTORNE 3_ 309 76_
[23]
IMAGE NUM: 48559_____ PGS: 2__ LCD: 05071998 CLERK: HOUPT, LORETTA__
_ 02/02/1998 34__ SBATX  A  ORDER SIGNED SUBSTITUTIG ATTORNEY 2_ 309 75_
LCD: 05071998 CLERK: HOUPT, LORETTA__
_ 02/02/1998 33__ ALEVX  M  ORDER SIGNED ALLOWING EVIDENCE__ 1_ 309 63_
VOL: 99999 PG: 9999 APP: _ PGS: 1__ LCD: 05071998 CLERK: HOUPT, LORETTA__
_ 01/10/1998 30__ CASO_  A  ORDER SIGNED SETTING HEARING ____ 2_ 309 75_
VOL: 11111 PG: 1111 APP: _ PGS: 1__ LCD: 05071998 CLERK: HOUPT, LORETTA__

[24]
==> *** (32) RECORDS FOUND ***

1=NOTICE INQ  2=SETTING INQ  3=ACT ENTRY  4=PARTY INQ  5=MIN. INQ.
6=CASE. SUMM. 7=BACKWARD   8=FORWARD   10=REFRESH  11=HELP
*****

```

To inquire on court activity for a case,

1. In field 1, type the case number.
2. Optional. In field 2, type the post judgment number if applicable.
3. If a member of the public is requesting information, type a **Y** in field 4 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. Select a listing by typing an **X** in field 8.
3. Press F1 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>: Type the post-judgment number, if applicable. For a list of valid post-judgment numbers for the case, type a ? and press F11.
3. CURRENT COURT: Court where case is currently assigned.
4. 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.
5. CASE TYPE: Type of case filed with Harris County.
6. CASE STATUS: Current case status.
7. STYLE: Style of the case.
8. _: Selection field. Type an **X** and press F1 to access a list of notices generated for the listed activity.
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 line. |

F-KEY OPTIONS

- | | |
|----------------|--|
| 1=NOTICE INQ: | Type an X in field 8 beside a listed activity and press F1 to transfer to ACT 51 - the Notice Inquiry screen. |
| 2=SETTING INQ: | Press F2 to transfer to DKT 70 - the Case Setting History screen. |
| 3=ACT ENTRY: | Access restricted. |
| 4=PARTY INQ: | Press F4 to transfer to INT 65.10 - the General Party Inquiry screen. |
| 5=MIN. INQ.: | Press F5 to transfer to MFL 20.10 - General/Sealed Minutes Inquiry. |
| 6=CASE. SUMM.: | Press F6 to transfer to INT 75 - Case Summary Inquiry. |
| 7=BACKWARD: | Press F7 to access preceding page. |
| 8=FORWARD: | Press F8 to access next page. |

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

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 pro ses connected to the case.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, type **ACT 51** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      SEP 20, 1996(C1)
ACT51              CIVIL COURT ACTIVITY                      OPT: _____ - ACT
                   NOTICE INQUIRY                          PAGE:  1 OF  3

[1]                [2]                [3]                [4]                [5]
CASE: 199500002__ PJN: __ ACT DAT: _____ ACTIVITY> _____ PRT DATE: _____
[6]
STYLE: STATE BAR COMMISSION_____ VS. JOHNSON, ROBERT_____
[7]
PUB?: _
[8] [9]            [10] [11]            [12]                [13]
      SEQ
NOTICE DATE  NUM  PJN            PARTY NOTIFIED            ACTIVITY DATE
_ 05/16/1996 10__  __      MOORE, KAILEY NICOLE ANN_____ 05/15/1996
[14]
ACTIVITY: MADRZ ORDER SIGNED GRANTING IN PART ALTERNATIVE DISPUTE
[15]                [16]                [17]
1444 WEST UNIVERSITY SAN FRANCI, CA 91515_____ PH: (901)515-1515 FOR/AGA: N
_ 05/16/1996 10__  __      STATE BAR COMMISSION_____ 05/15/1996
ACTIVITY: MADRZ ORDER SIGNED GRANTING IN PART ALTERNATIVE DISPUTE
123 FIRST STREET AUSTIN, TX 77000_____ PH: (512)468-0133 FOR/AGA: N
_ 05/16/1996 8__  __      MOORE, KAILEY NICOLE ANN_____ 05/15/1996
ACTIVITY: MADRX ORDER SIGNED GRANTING ALTERNATIVE DISPUTE RESOLUTI
1444 WEST UNIVERSITY SAN FRANCI, CA 91515_____ PH: (901)515-1515 FOR/AGA: N

[18]
==> *** (8) RECORDS FOUND ***

1=FOR/AGAINST 2=ACT. INQ.
              7=BACKWARD      8=FORWARD            10=REFRESH      11=HELP
*****
```

To access a list of all notices generated for a case,

1. In field 1, type the case number.
2. Optional. In field 2, type a post-judgment number if applicable.
3. Press Enter.

To access a list of specific notices generated for a case,

1. In field 1, type the case number.
2. Optional. In any combination of fields 2 - 5 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>: Type the post-judgment number, if applicable. For a list of post-judgment numbers in the case, type a ? and press F11.
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, type a ? and press F11.
5. PRT DATE: Date the notices were printed.

Display Fields

6. STYLE: Style of the case. First plaintiff vs. first defendant.
7. 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.
7. _: Selection field. Type an **X** and press F1 to access a list of parties for whom or against whom a judgment order was signed.
8. NOTICE DATE: Date the notices were printed.
9. SEQ NUM: Sequence number counting the activities in the case beginning with number 1.
10. PJN: Post-judgment number.
11. PARTY NOTIFIED: Name of the party for whom the notice was generated.

12. ACTIVITY DATE: Date the source activity occurred or the order was signed.
13. ACTIVITY: Activity code and literal meaning of the code.
14. {ADDRESS}: Party's address where the notice was mailed.
15. PH: Party's phone number.
16. FOR/AGA: 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.
17. ==>: Message line indicator.

F-KEY OPTIONS

- 1=FOR/AGAINST: Type an **X** in field 7 to select a listing, then press F1 to transfer to ACT 51.10 For/Against Inquiry. A list of parties for whom or against whom an order was signed will display. If there is more than one page of parties, press the F keys to move forward and backward through the list. Press the Clear key to return to ACT 51.
- 2=ACT. INQ: Press F2 to transfer to ACT 50 - the General Inquiry screen.
- 7=BACKWARD: Press F7 to access preceding page.
- 8=FORWARD: Press F8 to access next page.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

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.

ACCESS METHOD

After selecting the appropriate notice on ACT 51, press F1.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      FEB 26, 1999(C1)
ACT51110          CIVIL COURT ACTIVITY                      OPT: _____ - ACT
                                                           [1]
                                                           PAGE: 1 OF 1

[2]              [3]              [4]              [5]
CASE NUMBER: 199303713__ PJN: __ NOTICE DATE: 11/29/1994 SEQ NUM: 13__
[6]              [7]
ACT DATE: 11/29/1994 ACT CODE: 6C__ ORDER FOR AGREED PARTIAL JUDGMENT SIG

[8]
PARTIES FOR
5__ - 1__ INAMED (FOREIGN CORPORATION)_____
____ - _____
____ - _____
____ - _____
____ - _____

[9]              [10]
PARTIES AGAINST          PAGE: 1__ OF 1__
____ - _____
____ - _____
____ - _____
____ - _____
____ - _____

[11]
==> *** (1) FOR PARTIES FOUND - (0) AGAINST PARTIES FOUND ***

                2=PREV AGNST  3=NEXT AGNST  4=NOT. INQ.
                7=PREV FOR   8=NEXT FOR
                                           11=HELP
*****
```

To access a list of parties for whom the order was signed,

1. Check the PAGE field at the top right corner of the screen (field 1).
2. If there is more than one page in the response, press F8 to scroll forward through the “for” records.

To access a list of parties against whom the order was signed,

1. Check the PAGE field in the PARTIES AGAINST section of the screen (field 10).
2. If there is more than one page in the response, press F3 to scroll forward through the “against” records.

To return to ACT 51, press F4.

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.
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: Displays the current page number and the total number of pages of parties against whom an order was signed. Use F3 to scroll forward and F2 to scroll backward through the "Parties Against" records.
11. ==>: Message line indicator.

F-KEY OPTIONS

2=PREV AGNST:	See explanation of field 10 above. Press F2 to scroll backward through the pages of parties against whom the order was signed.
3=NEXT AGNST:	See explanation of field 10 above. Press F3 to scroll forward through the pages of parties against whom the order was signed.
4=NOT. INQ.:	Press F4 to access ACT 51 – the Notice Inquiry screen.
7=PREV FOR:	See explanation of field 1 above. Press F7 to scroll backward through the pages of parties for whom the order was signed.
8=NEXT FOR:	See explanation of field 1 above. Press F8 to scroll forward through the pages of parties for whom the order was signed.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

ACT 52 — Inquiry By Activity Date

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, type **ACT 53** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      SEP 20, 1996(C1)
ACT53              CIVIL COURT ACTIVITY                      OPT: _____ - ACT
                   ACTIVITY MICROFILM INQUIRY                PAGE:  1 OF  4

  [1]              [2]              [3]              [4]              [5]
CASE NUMBER: 199500001__ PJN> __  ACT CODE> _____ SEQ NUM:  __  CUR CRT: 215
  [6]              [7]
CASE STATUS: ACTIVE_____ CASE TYPE: EXPUNCTION OF RECORDS_____
  [8]
      STYLE: JOANNE M. ANDERSON_____ VS. JAMES E RICORD_____

  [9]              [10]             [11]             [12]
ACT CODE: RTANG      FILE DATE: 09131995      INSTRUMENT: 1__  PJN:  __
  [13]             [14]             [15]             [16]
COURT NUM: 215      HEARING CRT:  __          TRANSFER CRT:  __  NOT TYPE:  _
  [17]             [18]             [19]
ACT CLERK: JUEUR   ACT TRANS DATE: 09/13/95  ACT TRANS TIME: 09:00:00

  [20]             [21]             [22]
ORDER TYPE:  _ DATE ORD SIGNED: _____ IMAGE NO: 44814_____
  [23]             [24]             [25]             [26]             [27]
VOL: _____ PAGE:  __  TOT PGS:  __  APPEND:  _  MIN TYPE:  __
  [28]
NOTES: _____
  [29]
REFILM NOTES: _____
  [30]             [31]             [32]
MICRO CLERK: _____ MICRO TRANS DATE: _____ MICRO TRANS TIME: _____

  [33]             [34]             [35]
TRANS DATE: 09/13/1995  TRANS TIME: 09:00:00  SEQ NUM: 4_____
  [36]             [37]             [38]
LCDATE: 09/13/1995    LCTIME: 09:00:00    LCUSER: CONV_

  [39]
==> *** (4) ACTIVITY MICROFILM RECORD(S) FOUND ***

1=ACT. CORR.          7=BACKWARD      8=FORWARD          10=REFRESH      11=HELP
*****
```

To access microfiche information,

1. In field 1, type the case number.
2. In field 2, type the post-judgment number, if applicable.
3. To narrow the response, type an activity code in field 3 and/or a sequence number in field 4.
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, type a ? and press F11. |
| 3. ACT CODE>: | Activity code. For a list of valid codes, type a ? and press F11. |
| 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. |
| 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. REFILEM 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 line. |

F-KEY OPTIONS

- | | |
|---------------|-----------------------------------|
| 1=ACT. CORR.: | Access restricted. |
| 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 screen. |

ACT 65 — Court Activity Analysis

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      _
_ 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.

ADX 10 — Address Cross-Reference Inquiry

Government agencies only: Use ADX 10 to inquire on name, address and/or published phone number information for individuals and organizations in the greater Houston area. The ADX database does not include unlisted phone numbers. Due to a contract with the vender of the information, access cannot be given to subscribers.

ACCESS METHOD

From the Subsystem Selection Main Menu screen, type **ADX 10** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SKX2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      NOV 21, 1995(C1)
ADX10              ADDRESS CROSS-REFERENCE                OPT: _____ - ADX
                   INQUIRY                               PAGE:   1 OF 55

  [1]
LAST NAME (OR BUSINESS): SMITH_____ FIRST NAME: JOHN_____
  [3]                [4]
STREET#: _____ ST.NAME: _____ CITY: _____
  [6]
ZIP....: _____ PHONE: _____

[8] [9]
NAME                ADDRESS                CITY        ZIP    PHONE
- SMITH, AMBER      6101 W BELLFORT ST    HOUSTON    77035 (713) 728-1031
  [10]
  /JOHN/P/NATHAN

- SMITH, ANNA      3903 BETHANY LN      HOUSTON    77039 (713) 449-2272
  /JOHN/EARL/K/K

- SMITH, ARVERN    3115 AREBA ST        HOUSTON    77091 (713) 686-3026
  /JOHNNIE/YVONNE

- SMITH, BARBARA   3219 N PARK DR       MISSOURI   77459

- SMITH, BETTY     24223 SPENCER BLVD   MAGNOLIA  77355 (713) 356-5121
  /BETTY/JOHN

[11]
==>
1=GEOBASE INQ 2=SORT                5=NEIGHBORS
                7=BACKWARD      8=FORWARD          10=CLEAR      11=HELP
*****
```

To inquire,

1. Type information into any combination of fields 1 - 7.
2. Press Enter. Corresponding records will display in fields 9 and 10.

NOTE: If a name is entered, the system will look for a match in either the primary name record or the secondary name record in the database. See explanation of fields 9 and 10 below.

Use wildcard characters to substitute for unknown letters and/or numbers. See Appendix B for more information.

To access ADX details for a listing,

1. Type **X** in field 8 next to the appropriate record.
2. Press Enter and ADX 10.10 will display.
3. To return to the original inquiry, press F3.

To access GeoBase details for an address (such as cross streets and the Key Map page and cell),

1. Type **X** in field 8 next to the appropriate record.
2. Press F1.
3. To return to the ADX inquiry, press F3.

To display all records for the same street name and ZIP code in a listing,

1. Type **X** in field 8 next to the appropriate record.
2. Press F5 (neighbors). Corresponding records will display in fields 9 -10.

EXPLANATION OF FIELDS

Inquiry Fields

- | | |
|-------------------------------|--|
| 1. LAST NAME OR ORGANIZATION: | An individual's last name OR the name of an organization, such as a company or government agency. Full or partial names may be used. Enter articles such as A, AN and THE, if those words are part of the organization's name. |
| 2. FIRST NAME: | Full or partial first name of individual. |
| 3. STREET#: | Full or partial street number. |
| 4. ST.NAME: | Full or partial street name. |
| 5. CITY: | Full or partial city name. |
| 6. ZIP: | Full or partial ZIP code. |
| 7. PHONE: | Full or partial phone number. |

Display Fields

8. _: Selection field. Type **X** to select a listing. Press Enter to transfer to ADX details; press F1 to transfer to GeoBase details; press F5 to access a list of neighbors.
9. NAME: Primary name record. Name of primary individual or organization listed on record in database.
10. {name}: Secondary name record. Names of residents or other individuals at the same location, as those names appear in additional source documents used to create the database.
11. ==>: Message line. Displays status of inquiry.

F-KEY OPTIONS

- 1=GEOBASE INQ: Select a record by typing an **X** in field 8, then press F1 to transfer to the GE01 listing for the record. The display will include the Key Map location and the closest intersecting streets.
- 2=SORT: To re-sort the displayed list, tab to the column heading to be used for the sort, then press F2. The list will display in the requested order.
- 5=NEIGHBORS: Select a record by typing an **X** in field 8, then press F5 to access records for the corresponding street name and ZIP code.
- 7=BACKWARD: Press F7 to access preceding page.
- 8=FORWARD: Press F8 to access next page.
- 10=CLEAR: Press F10 to erase input.
- 11=HELP: Press F11 to access general Help screen explaining this transaction.

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, type **ATY 35** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JAN 23, 1999(C1)
ATY35              ATTORNEY SUBSYSTEM                      OPT: _____ - ATY
                   CIVIL ATTORNEY INQUIRY                PAGE:   1 OF 1

[ 1 ]
ATTORNEY NAME: JONES, _____

[ 2 ]      [ 3 ]      [ 4 ]
ATTORNEY NAME      BAR NUMBER
_ JONES, CHERYL      00010000
_ JONES, CHRIS STEPHEN 10868200
_ JONES, JOHN PAUL    10918500
_ JONES, RONALD M.    12188400
_ JONES, RONALD M.    21243570
_ JONES, RONALD M.    49999945

==> *** (6) RECORD(S) FOUND ***

1=CIV. CASES  2=CRIM.CASES  3=ATTY. VAC.
              7=BACKWARD   8=FORWARD
                                10=REFRESH  11=HELP
*****
```

To inquire on an attorney,

1. In field 1, 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. In field 2, type an **X** next to the appropriate listing.
3. Press F1 for civil and the ATY 36 screen will display.

To access an attorney's vacation history record,

1. Inquire as explained above.
2. In field 2, type an **X** next to the appropriate listing.
3. Press F3 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 field. Type an **X** and press the appropriate F key. See F-Key Options below for more information.
3. ATTORNEY NAME: Names of the attorneys found in the response.
4. BAR NUMBER: Attorney's Texas State Bar number.

F-KEY OPTIONS

- 1=CIV. CASES: Type an X in field 2 beside the appropriate listing and press F1 to transfer to ATY 36 - the Civil Attorney Case Inquiry screen.
- 2=CRIM.CASES: *** Option not available. ***
- 3=ATTY. VAC: Type an X in field 2 beside the appropriate listing and press F3 to transfer to ATY 80 - the Attorney Vacation Inquiry screen.
- 7=BACKWARD: Press F7 to access preceding page.
- 8=FORWARD: Press F8 to access next page.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access general Help screen explaining this transaction.

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, type **ATY 36** in selection field at the bottom of the screen and press Enter.

```

*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JAN 23, 1999(C1)
ATY36              ATTORNEY SUBSYSTEM                      OPT: _____ - ATY
                   CIVIL ATTORNEY CASE INQUIRY           PAGE:  1 OF  23

[1]                [2]                [3]
BAR NUM: 786352__  TRANS DT: _____ - _____  PRINTER> RMT136__
[4]                [5]                [6]                [7]
COURT NUM> _____ SETTING DT: _____ - _____  ACTIVE:  _  DISPOSED:  _
                   [8]                [9]                [10]
CASE NUM: _____ - _____  CASE STAT>  _  PUB?  _
[11]
ATTORNEY NAME: WILLIAMS, JANE_____  [12]
[13]
LAST ADDRESS : 401 HEIGHTS STE 203 HOUSTON, TX 77007_____
PHONE: 713 - 861 - 6656  FAX: 713 - 880 - 8574

[14]  [15]      [16]  [17]      [18]      [19]      [20]      [21]
SEL   CASE      CRT   CON.COD  FIL DAT  SETTING DT  CASE STAT  DISP.DATE
_    199828053__ 312   ATP    06/17/1998 _____  DISPOSED (FI 04/15/1999
_    199827898__ 310   _____ 06/15/1998 _____  DISPOSED (FI 03/01/1999
_    199824599__ 247   ATP    05/26/1998 _____  DISPOSED (FI 03/18/1999
_    199820186__ 308   ATD    04/29/1998 _____  DISPOSED (FI 07/09/1998
_    199818129__ 257   ATP    04/17/1998 _____  DISPOSED (FI _____
_    199818128__ 247   ATP    04/17/1998 _____  DISPOSED (FI 11/12/1998
_    199817144__ 312   VDA    04/15/1998 05/10/1999  ACTIVE_____
_    199816514__ 312   ATP    04/09/1998 _____  DISPOSED (FI 10/23/1998
[22]
==>
1=CRIM. CASE  2=CIVIL ATTY  3=CASE SUMM  4=ATTY VACA.  5=SET. HIST.
              7=BACKWARD  8=FORWARD   9=PRINT     10=REFRESH   11=HELP
*****

```

To access a list of civil district court cases for which an attorney is listed as counsel,

1. In field 1, type the attorney's bar number.
2. Optional. To narrow the inquiry, type the appropriate information in fields 2 and/or 4-9.
3. If a member of the public is requesting information, type a **Y** in field 10 to determine if the information can be disseminated.
4. Press Enter.

To access the summary of a case,

1. Inquire as explained above.
2. In field 14, type an **X** next to the appropriate case.
3. Press F3.

To access the setting history for a case,

1. Inquire as explained above.
2. In field 14, type an **X** next to the appropriate case.
3. Press F5.

To access an attorney's vacation record,

1. Inquire as explained above.
2. Press F4.

EXPLANATION OF FIELDS

Inquiry Fields

1. **BAR NUMBER>:** 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>:** Displays user's default printer ID. To re-route printout, type a different Harris County printer ID. For a list of valid printer IDs, type ? and press F11.
4. **COURT NUM>:** Optional. Type a court number to access a list of the attorney's cases assigned to that court. For a list of valid court numbers, type a ? and press F11.
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.
6. **ACTIVE:** Optional. Type an **X** in this field to narrow the response to the attorney's active cases.
7. **DISPOSED:** Optional. Type an **X** in 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. Type a case status code to narrow the inquiry to cases with a particular status. For a list of valid codes, type a ? and press F11.
- 10. 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

- 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 thru FAX: The last address, phone and fax number recorded for the attorney or agency in the District Clerk's attorney register.
- 14. SEL: Selection field. Type an X next to a case and press the appropriate F key. See F-Key Options for more information.
- 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 line indicator.

F-KEY OPTIONS

1=CRIM. CASE:	*** Option not yet available. ***
2=CIVIL ATTY:	Press F2 to transfer to ATY 35 - the Civil Attorney Inquiry screen.
3=CASE SUMM:	Type an X to the left of a listing and press F3 to transfer to INT 75 - the Case Summary Inquiry screen.
4=ATTY VACA.:	Press F4 to transfer to ATY 80 - the Attorney Vacation Inquiry screen.
5=SET. HIST.:	Type an X to the left of a listing and press F5 to transfer to DKT 70 - the Case Setting History screen for the case.
7=BACKWARD:	Press F7 to access previous page.
8=FORWARD:	Press F8 to access next page.
9=PRINT:	Press F9 to print a report listing all cases in the response. The report will print on the Harris County printer designated in field 4. (This is not available to subscribers.)
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

ATY 80 — Attorney Vacation Inquiry

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

ACCESS METHOD

From the Subsystem Selection Main Menu screen, type **ATY 80** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SJP1)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 06, 1995(C1)
ATY80              ATTORNEY SUBSYSTEM                      OPT: _____ - ATY
                   ATTORNEY VACATION INQUIRY              PAGE:   1 OF   2

      [1]                      [2]
BAR NUMBER: 10124567      ATTORNEY NAME: RODRIGUEZ, HELENA TERESA_____
      [3]                      [4]
LAW FIRM NAME: BROWN AND ASSOCIATES_____      PRINTER> RMT83_
      [5]
FIRM NUMBER: 2222_
      [6]
VACATION FOR YEAR(S): ____ TO ____

                                [7]
                                PAGE: 1__ OF 1__

      [8]
VACATION FOR YEAR: 1995

      [9]                      [10]                      [11]                      [12]                      [13]
CIVIL    FAMILY    FROM            THRU            CIVIL    FAMILY    LCUSER
          FILE DATE  FILE DATE
      C            _    08/23/1999    09/03/1999    05/14/1999    _____    JUE7N
      C            _    08/02/1999    08/13/1999    05/14/1999    _____    JUE7N
      -            -    _____    _____    _____    _____    _____
      -            -    _____    _____    _____    _____    _____
      -            -    _____    _____    _____    _____    _____
      -            -    _____    _____    _____    _____    _____
      -            -    _____    _____    _____    _____    _____
      -            -    _____    _____    _____    _____    _____

[14]
==> (2) RECORDS FOUND

1=SCH UPDATE  2=PREV VACA  3=MORE VACA  4=ATTY INQ.
              7=PREV YEAR  8=NEXT YEAR  9=PRINT     10=REFRESH  11=HELP
*****
```

To access an attorney's vacation history records,

1. In field 1, type the attorney's bar number.
OR
In field 2, type the attorney's name.
2. Optional. In field 6, 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. If there are more records for the displayed year than what will fit on one screen, press F2 and F3 to page through the vacation records for the displayed year. To page through records for previous or subsequent years, press F7 and F8.

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. |
| 6. | VACATION FOR YEAR(S): | Optional. Type a year or range of years. |

Display Fields

- | | | |
|-----|--------------------|--|
| 3. | LAW FIRM NAME: | Attorney's law firm association. |
| 4. | PRINTER>: | Displays user's default printer ID. To re-route printout, type a different printer ID over the displayed code. For a list of valid printer IDs, type a ? and press F11. |
| 5. | FIRM NUMBER: | Computer-generated tracking number for attorney's firm. |
| 7. | PAGE: | Displays the current page number and the total number of pages of vacation records for the year specified in field 8. Press F2 and F3 to page through the records. |
| 8. | VACATION FOR YEAR: | Vacation records display for the year specified in this field. |
| 9. | 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. |
| 10. | FROM ... THRU: | Beginning date and ending date of scheduled vacation. |
| 11. | CIVIL FILE DATE: | Date vacation request in civil court division was filed with Harris County. |
| 12. | FAMILY FILE DATE: | Date vacation request in family court division was filed with Harris County. |

13. LCUSER: Last change user. Log-on ID of person who last changed displayed information.
14. ==>: Message line. Indicates status of inquiry.

F-KEY OPTIONS

- 1=SCH UPDATE: Press F1 to access ATY 10 — the Attorney Vacation Entry/Update screen.
- 2=PREV VACA: If more than one page of records exists for the year specified in field 8, press F2 to access the previous page of vacation dates. (See explanation of field 7 above for more information.)
- 3=MORE VACA: If more than one page of records exists for the year specified in field 8, press F3 to access the next page of vacation dates. (See explanation of field 7 above for more information.)
- 4=ATTY INQ.: Press F4 to access ATY 36 — the Civil Attorney Case Inquiry.
- 7=PREV YEAR: If records for more than one year are available in the response, press F7 to access vacation records for the previous year.
- 8=NEXT YEAR: If records for more than one year are available in the response, press F8 to access vacation records for the subsequent year.
- 9=PRINT: Press F9 to print the attorney vacation history report.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

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, type **DKT 70** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SJP1)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JUN 03, 1993(C1)
DKT70              CIVIL COURT DOCKETING                     OPT: _____ - DKT
                   CASE SETTING HISTORY                     PAGE: 1   OF 17

      [1]                [2]                [3]                [4]                [5]
CASE NUMBER: 199600000__ PJN: __ DKT.NAME> __ SETTING REASON> ____ PUB? __
      [6]                [7]                [8]
NEXT SET DT: 09/20/1997 CUR.CRT: 11 CASE TYPE: OTHER CIVIL_____
      [9]
STYLE: CAMP, ELAINE_____ VS. WALL CONSTRUCTION COMPANY_____
      [10]               [11]               [12]               [13]
JURY FEE: Y DATE: 07/01/1997 CST: REV & REMANDED_____ CFL: ABSTR/EXEC DESK__

[14] [15]                [16]                [17]                [18]                [19]
_ SET-DT: 05/15/1997 DKT NAM: AA TRIAL MOTIONS D CRT: 125 TIME: 08:30 PJN: __
      [20]                [21]                [22]
PTY-REQ: _____ SEQ: 1_____ CLK-SET: JUDJM MOORE, DARLA
      [23]                [24]
SET-REA: APAG MTN TO ASSIGN PURCHASING SET-COM:
      [25]                [26]
RESULTS: GRANTED RES-COM:
      [27]                [28]                [29]
TR-LEN: _____ JUDGE: _____ RPT: _____

_ SET-DT: 05/01/1997 DKT NAM: TR TRIAL SETTING CRT: 80 TIME: 10:30 PJN: __
PTY-REQ: DAVIS, MARY SEQ:1_____ CLK-SET: JUDJN NIKOLIS, DEBBIE J.
SET-REA: TTOM TO TRIAL ON MERITS SET-COM: RESULTS: CONTINUANCE GRANTED
RES-COM: _____ TR-LEN: _____
JUDGE: _____ RPT: _____
[30]
==> ** (34) RECORDS FOUND **

1=RESULTS      2=CAS.SETTING 3=CORRECT SET 4=ACT INQ      5=CAS SUM INQ
6=NOT.INQ.    7=BACKWARD  8=FORWARD   9=MCT10      10=REFRESH   11=HELP
*****
```

To view the setting history for a case,

1. In field 1, type the case number.
2. Optional. In fields 2 - 4, type the appropriate information to narrow the inquiry.
3. If a member of the public is requesting information, type a **Y** in field 5 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, type ? and press F11.
4. SETTING REASON>: Optional. For a list of valid setting reason codes, type ? and press F11.
5. 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

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 field. Type an X to select a listing and press a F key to transfer to an entry screen. Not used for inquiry.
15. SET-DT: Date of setting.
16. DKT NAM: Docket name code. To inquire on the meaning of a code, move the cursor to field 3, type ? and press F11.

- | | |
|--------------|--|
| 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 line. |

F-KEY OPTIONS

- | | |
|-----------------|--|
| 1=RESULTS: | Access restricted. |
| 2=CAS.SETTING: | Access restricted. |
| 3=SET.CORRECT: | Access restricted. |
| 4=ACT INQ: | Press F4 to transfer to ACT 50 - the General Inquiry screen. |
| 5=CASE SUM INQ: | Press F5 to transfer to INT 75 - the Case Summary screen. |
| 6=NOT.INQ: | Press F6 to transfer NTS 50 - the Notice Inquiry by Case screen. |

7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
9=MCT10:	Access restricted.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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, type **DKT 80** in selection field at the bottom of the screen and press Enter.

```

*****
JUPLH (SEC2) JUSTICE INFORMATION MANAGEMENT SYSTEM FEB 15, 1999(C1)
DKT80 CIVIL COURT DOCKETING OPT: _____ - DKT
DOCKET SETTING INQUIRY PAGE: 1 OF 6

[1] [2] [3] [4]
SETTING DATE: 07211997 SETTING COURT> 61_ DOCKET> AM OPEN SET: 0___
[5] [6]
TIME: _____ M. RESULT> _____

[7][8] [9] [10][11] [12] [13] [14]
PRI CASE PJN SEQ STATUS SETTING TYPE PTY REQ SETTING
_ 999 199512354A _ 34_ E COMPEL ANS TO INTER WEATHERS, WALTER T.
[15] [16]
SET-COM: _____ RES-COM: YVONNE 07/15/97
[17] [18]
RESULTS: PASSED TIME: 09:00 AM

_ 999 199347623_ _ 8_ A SUMMARY JUDGMENT - TREVINO, ELIZABETH
SET-COM: _____ RES-COM: _____
RESULTS: DENIED TIME: 09:00 AM
_ 999 199361348_ _ 14_ E SUMMARY JUDG - MTN OAKLEY, BRUCE D.
SET-COM: _____ RES-COM: _____
RESULTS: GRANTED IN PART TIME: 09:00 AM
_ 999 199511723_ _ 22_ R SUMMARY JUDGMENT - SEARS, TERRY H.
SET-COM: _____ RES-COM: _____
RESULTS: DENIED TIME: 09:00 AM

[19]
==> *** (22) RECORDS FOUND ***

1=SETING HIS. 2=CAS.SETING 3=CAS.RESULT 4=INTENT/ENT 5=ATTY INQ.
6=RESULT.ENT 7=BACKWARD 8=FORWARD 10=REFRESH 11=HELP
*****

```

To inquire on a court docket,

1. In field 1, type the setting date.
2. In field 2, type the court number.
3. In field 3, type the docket name code.
4. Optional. Type the docket time in field 5 and/or a result code in field 6.
5. Press Enter.

To access the setting history for a case,

1. Inquire as explained above.
2. In field 7, type an **X** next to the appropriate case.
3. Press F1 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, type ? and press F11. |
| 3. DOCKET>: | Required. For valid docket name codes, type ? and press F11. |
| 5. 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. |
| 6. RESULT>: | Optional. For valid result codes, type ? and press F11. |

Display Fields

- | | |
|-------------------|---|
| 4. OPEN SET: | Number of open settings on the docket. |
| 7. _: | Selection field. To transfer to another option that will display information for a particular case, type an X next to a listing and press a F key. |
| 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 line. |

F-KEY OPTIONS

- | | |
|-----------------|---|
| 1=SETTING HIS.: | Press F1 to access DKT 70 - the Case Setting History screen. |
| 2=CAS.SETING: | Access restricted. |
| 3=CAS.RESULT: | Access restricted. |
| 4=INTENT/ENT: | Access restricted. |
| 5=ATTY INQ. | Press F5 to access ATY 36 - the Civil Attorney Case Inquiry screen. |
| 6=RESULT.ENT: | Access restricted. |
| 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. |

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, type **DWP 60** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SJP1)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 14, 1995(C1)
DWP60             DISMISSAL FOR WANT OF PROSECUTION          OPT: _____ - DWP
                  NOTICE INQUIRY                          PAGE: 1 OF 7

[1]               [2]               [3]
CASE NUMBER: 199300000__ PJN: ____ PRINTER> RMT83____
[4]
STYLE: MARK FRIENDSWOOD_____ VS CHARMAN FRIENDSWOOD_____
[5]               [6]
CASE FILE LOCATION: ACCOUNTING DEPT (OTHER)____ COURT: 55_

[7]               [8]               [9]               [10]              [11]
INTENT DATE: 12/15/1994 PJN: ____ GROUP NUM: 4_ LCUSER: DWP10 LCD: 01/25/1995
[12]              [13]              [14]
ATTORNEY/PRO SE: 10809970 PNO? N NAME: SHANNON, MIKE J._____
[15]
ADDRESS: 1656 CAROLINE AVE. #565, HOUSTON, TX 77002-5656_____
[16]               [17]
COC: ATP ADA _____ PHONE: 713-225-5656
[18]
COMMENT: _____

[19]              [20]              [21]              [22]
FINAL DATE: 01/12/1995 DISMISSAL DT: 01/11/1995 LCUSER: JUHTR LCD: 05/12/1995
[23]
ATTORNEY/PRO SE: 10809970 PNO? N NAME: SHANNON, MIKE J._____
ADDRESS: 1656 CAROLINE AVE. #565, HOUSTON, TX 77002-5656_____
COC: ATP ADA _____ PHONE: 713-565-5656
[24]              [25]              [26]
IMAGE: _____ VOL: 6838 PG: 0168 TOT PGS: 1____ INT BYPASS IND: _
[27]
COMMENT: _____
==>
1=INTENT/ENT  2=INTENT/INQ  3=ADDI/PARTY  4=VER/INQ.  5=DISMIS/ENT
6=ADDI/CASES  7=BACKWARD   8=FORWARD   9=PRINT    10=REFRESH  11=HELP
*****
```

To access a list of parties who where issued an intent to DWOP and/or a final dismissal notice,

1. In field 1, type the case number.
2. In field 2, 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>: Default printer ID. To re-route printout, type a different Harris County printer ID over the displayed code.
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 field 12 is a pro se's person number. **N** (no) means the number in field 12 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.

F-KEY OPTIONS

- F1 through F6: Access restricted.
- 7=BACKWARD: Press F7 to access preceding page.
- 8=FORWARD: Press F8 to access next page.
- 9=PRINT: Press F9 to print a report listing all the data found in response to the inquiry. The report will print on the Harris County printer designated in field 3. (This is not available to subscribers.)
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

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.

JUPLH (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM JAN 08, 2004(C1)
INT33 CIVIL CASE INTAKE OPT: _____ - INT
PUBLIC ACCESS HB1391

[1] [2]
CASE NUM: 200400146J_ PJN: ____
[3] [4]
FILE DATE: 01/07/2004 CRT NUM: 315____

*** THE RECORDS YOU HAVE QUERIED ARE CURRENTLY CONFIDENTIAL ***

NO FURTHER INFORMATION REGARDING THE ABOVE LISTED CASE WILL BE
DISSEMINATED UNTIL SUCH TIME AS THE RECORDS ARE NO LONGER CONFIDENTIAL

==>

10=REFRESH 11=HELP

EXPLANATION OF FIELDS

Display Fields

1. CASE NUM: Harris County civil case number.
2. PJN: Post-judgment number.
3. FILE DATE: Date the case was filed in the District Clerk's Office.
4. CRT NUM: Court where the case is currently assigned.

F-KEY OPTIONS

- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

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. Optional. Narrow the inquiry by typing information into any combination of fields 2, 8 and/or 9.
5. Press Enter.

To access details about a document,

1. Inquire as explained above.
2. In field 10, type an **X** next to the appropriate listing.
3. Press F5 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, type a ? and press F11. |
| 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. PROSE (Y/N): | Required when inquiring with field 4. Type a Y (yes) if the filing party identified in field 4 is a pro se. Defaults to N (no). |
| 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. |
| 8. DOCUMENT ABBV>: | Document type code. For a list of valid codes, type a ? and press F11. |
| 9. PERSON NUM: | Person number of party named in the document. |

Display Fields

- | | |
|-----------|--------------------|
| 7. STYLE: | Style of the case. |
|-----------|--------------------|

- | | |
|----------------------|---|
| 10. _: | Selection field. Type an X and press F3, F4 or F5 to make a 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 line indicator. |

F-KEY OPTIONS

- | | |
|----------------|---|
| 1=CASE INQ: | Press F1 to transfer to INT 75 - Case Summary Inquiry. |
| 3=DOC. ENTRY: | Access restricted. |
| 4=PARTY INQ: | Press F4 to transfer to INT 65.10 - General Party Inquiry. |
| 5=DETAIL INQ: | Press F5 to transfer to INT 42 - Detailed Document Inquiry. |
| 6=SERVICE INQ: | Press F6 to transfer to INT 60 – Service Inquiry. |
| 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. |

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, type **INT 42** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEB2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 10, 1996(C1)
INT42              CIVIL CASE INTAKE                          OPT: _____ - INT
                   DETAILED DOCUMENT INQUIRY                 PAGE:  1 OF  18

[1]                [2]      [3]                [4]                [5]
CASE: 198703773__PJN> __ TRAN: _____ FILED BY: _____ PROSE(Y/N): N
[6]                [7]
DOCUMENT> _____ PERSON NUM: _____

[8]                [9]                [10]                [11]
TRANS NUM: 10_____ PJN: __ PERSON/CONN: 5__ - 1__ INSTRUMENT: 2__
[12]                [13]                [14]
FILE DATE: 08/20/1992 DOC: CRA_____ COURT: 157
[15]                [16]                [17]
EMPL. NAME: _____ CREDIT AMT: _____ ADDRSEE: _____
[18]                [19]                [20]
ACCIDENT DATE: _____ ACCIDENT BOARD NUM: _____ COUNTY: _____
[21]                [22]                [23]
ATTACH DAT: _____ ATCH ISS. DAT: _____ CASE CONNECT: _____
[24]
CRIMIN. CASE: _____
[25]                [26]                [27]
DECEASED: _____ JUD AMT: _____ JUD DATE: _____
[28]                [29]                [30]                [31]
SEVER FINAL: __ SEVER ORD DT: _____ TENDER TYP: __ TENDER AMT: _____
[32]                [33]                [34]                [35]                [36]
GARN DT: _____ PJN ANS: __ PMT TYPE: __ TEND DT: _____ RECPT: _____
[37]                [38]
GARN TYPE: _____ GARNISHEE: _____
[39]                [40]                [41]                [42]
DEPO TYPE: __ COST: _____ DESTRUCT DT: _____ DEPO TOT COST: _____
[43]                [44]
DEPO BAR #1: _____ AMT1: _____ DEPO BAR #2: _____ AMT2: _____
DEPO BAR #3: _____ AMT3: _____ DEPO BAR #4: _____ AMT4: _____
[45]
==> (18) RECORDS FOUND
1=PARTY INQ.      3=DOC. INQ
                  7=BACKWARD      8=FORWARD
                  10=REFRESH     11=HELP
*****
```

To access details about documents filed in a case,

1. In field 1, type a case number.
OR
In field 3, type a transaction number.
2. Optional. In any combination of fields 2, 4, 5, 6 and/or 7, type the appropriate information to narrow the inquiry.
3. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

- | | |
|-----------------|--|
| 1. CASE: | Harris County civil case number. |
| 2. PJN>: | Post-judgment number, if applicable. For a list of post-judgment numbers for the case, type a ? and press F11. |
| 3. TRAN: | 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. PROSE (Y/N): | Type a Y (Yes) 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, type a ? and press F11. |
| 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. DOC: 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 DATE: 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 DAT: 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. CRIMIN. CASE: Associated criminal case numbers.
25. DECEASED: Party number of deceased parties. Displays only in suggestion-of-death cases.
26. JUD AMT: Garnishment judgment amount.
27. JUD 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 TYP: Code for type of garnishment payment (example, property or money).
31. TENDER AMT: Dollar value of garnishment payment.
32. GARN DT: Date garnishment was issued.
33. PJN ANS: 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: 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. AMT#: The amount of the deposition.
45. ==>: Message line indicator.

F-KEY OPTIONS

- 1=PARTY INQ. Press F1 to transfer to INT 65.10 - the General Party Inquiry screen.
- 3=DOC.INQ: Press F3 to transfer to INT 41 — the Document Inquiry screen.
- 7=BACKWARD: Press F7 to access preceding page.

8=FORWARD:

Press F8 to access next page.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

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, type **INT 55** in the selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      OCT 20, 1996(C1)
INT55              CIVIL CASE INTAKE                          OPT: _____ - INT
                   SERVICE REQUEST INQUIRY                   PAGE:  1 OF  1

  [1]              [2]              [3]              [4]
TRANS. NUM:840_____ CASE NUM: 199610030__ PJN> __ TRACKING NUM: _____
  [5]              [6]
PERSON/CONNECTION: _____ - _____ PUB? _

  [7]              [8]              [9]
TRANSACTION NUM: 840_____ TRACKING NUM: 128_____ TYPE OF ACTION> DIS
  [10]             [11]
PERSON/CONNECTION: 2_____ - 1_____ PARTY BEING SERVED: MARKHAM, ELAINE_____
  [12]             [13]             [14]             [15]
REQ. DT: 11/12/96 SER.TYP> CITR_ SER. STAT: _____ DEL TO: C01
  [16]             [17]
CLERK ASSIGNED: JISRC CARPENTER, STEVE_____ ASSIGNED DATE: 11/12/96
  [18]             [19]             [20]
ATTORNEY REQUESTING: 12859000 OR PRO SE: _____ NAME: ALVAREZ, RALPH DAVID_____
  [21]             [22]             [23]             [24]
INSTRUMENT NUMBER: 1__ __ PAPER> __ COPIES: _ CERTIFIED: _
  [25]
ORIGINAL PETITION_____

_____

  [26]             [27]             [28]
COUNTY: _____ APPEAR DT: _____ EXPIRE DT: _____
  [29]             [30]
ISSUE CLERK: _____ ISSUE DT: _____
  [31]             [32]
REISSUE CODE: __ TAX ENT> __ __ __ __

  [33]
==> *** (2) SERVICE RECORDS FOUND ***

1=SERV.COREC. 2=SERV. REQ. 3=ADDR. INQ. 4=SERV. ISS.
6=TRANS. SUM 7=BACKWARD 8=FORWARD 10=REFRESH 11=HELP
*****
```

To inquire on service documents,

1. Type a transaction number in field 1, a case number in field 2, and/or a tracking number in field 4.
2. Optional. Type information in fields 3 and/or 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. TRANS. 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, type a ? and press F11. |
| 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. 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. 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. For an explanation of the displayed code, move the cursor to the field and press F11. |
| 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.
12. REQ. DT: Request date. Date service was requested.
13. SER TYP>: Service type. Code for the type of service being requested. For an explanation of the displayed code, move the cursor to the field and press F11.
14. SER STAT: Service status.
15. DEL 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. For an explanation of the displayed code, move the cursor to the field and press F11.
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 DT: The date the person is to appear in court.
28. EXPIRE DT: The date the service paper expires.

- | | |
|-------------------|---|
| 29. ISSUE CLERK: | Log-on ID and name of the clerk who issued the service. |
| 30. ISSUE DT: | 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. For an explanation of the displayed code, move the cursor to the field and press F11. |
| 33. ==>: | Message line indicator. |

F-KEY OPTIONS

- | | |
|-----------------|---|
| 1=SERV. COREC.: | Access restricted. |
| 2=SERV. REQ.: | Access restricted. |
| 3=ADDR. INQ.: | Press F3 to transfer to INT 57 - Service Address Inquiry. |
| 4=SERV. ISS.: | Access restricted. |
| 6=TRANS. SUM: | Access restricted. |
| 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. |

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, type **INT 57** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      OCT 20, 1996(C1)
INT57              CIVIL CASE INTAKE                          OPT: _____ - INT
                   SERVICE ADDRESS INQUIRY                   PAGE:  1 OF  1

[1]                [2]                [3]                [4]                [5]
TRAN: 840_____ CAS: 199610030__ PJN> __ TRK: 128_____ PER/CON: _____ - _____
[6]
PUB? _
[7]                [8]                [9]                [10]
TRANSACTION NUM: 840_____ CASE NUM: 199610030__ PJN: __ TRACK NUM: 128_____
[11]                [12]                [13]
PERSON/CONNECTION: 2_____ - 1_____ SEQ NUM: 1_____ ADDRESS AVAILABLE IND: Y
[14]
PARTY BEING SERVED: MARKHAM, ELAINE_____

[15]
ADDRESS: 1334__ ANDERSON WAY_____
CITY: HOUSTON_____ STATE: TX  ZIP: 73737 - 3737
PHONE: ___ - _____ FAX: ___ - _____
[16]
FOREIGN ADDRESS:
_____  

_____  

_____  

[17]
COMMENT:
_____  

_____  

_____  

[18]
==> *** (1) ADDRESS RECORDS FOUND ***

1=ADDR.COREC. 2=TRANS. SUM. 3=PERSON ENT. 4=SERV. REQ. 5=SER.REQ.INQ
6=SERV. INQ. 7=BACKWARD 8=FORWARD 9=PTY NAM/ADD 10=REFRESH 11=HELP
*****
```

To inquire,

1. Type the transaction number in field 1, the case number in field 2 and/or the tracking number in field 4.
2. Optional. Type information in fields 3 and/or 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. **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, type a **?** and press F11.
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. 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. **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 line indicator. |

F-KEY OPTIONS

- | | |
|----------------|--|
| 1=ADDR.COREC: | Access restricted. |
| 2=TRANS. SUM: | Access restricted. |
| 3=PERSON ENT: | Access restricted. |
| 4=SERV. REQ: | Access restricted. |
| 5=SER.REQ.INQ: | Press F5 to transfer to INT 55 - the Service Request Inquiry screen. |
| 6=SERV. INQ: | Press F6 to transfer to INT 60 - the Service Inquiry screen. |
| 7=BACKWARD: | Press F7 to access preceding page. |
| 8=FORWARD: | Press F8 to access next page. |
| 9=PTY NAM/ADD | Press F9 to transfer to INT 65.60 – the Party Name and Address Inquiry screen. |
| 10=REFRESH: | Press F10 to erase input. |
| 11=HELP: | Press F11 to access Help. |

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, type **INT 60** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      OCT 20, 1996(C1)
INT60              CIVIL CASE INTAKE                          OPT: _____ - INT
                   SERVICE INQUIRY                          PAGE:  1 OF  1

[1]                [2]                [3]                [4]
CASE NUM: 199610030__ PJN> __ TRACKING NUM: 128_____ TRANS. NUM: 840_____
[5]                [6]
SERVICE STATUS: _ (V, T, A, Q, C, OR BLANK)          PUB? _
[7]
STYLE: BOBBIT, JAMES_____ VS MARKHAM, ELAINE_____
[8]                [9]                [10]
CASE STATUS: ACTIVE_____ LOCATION: 314TH DISTRICT COURT_ COURT: 164
[11]               [12]
PARTY BEING SERVED: MARKHAM, ELAINE_____ COC: DEF
[13]               [14]
SERVICE TYPE: CITATION-REGULAR_____ INSTRUMENT: ORIGINAL PETITION_____
[15]               [16]
PARTY REQ SERVICE: ALVAREZ, RALPH DAVID_____ REQUEST DATE: 11/12/1996
[17]               [18]
CLERK ASSIGNED: CARPENTER, STEVE_____ ASSIGN DATE: 11/12/1996
[19]               [20]               [21]               [22]
ISSUE DT: _____ ISSUE CLERK: _____ DEL TO> CO1 REISSUE CODE:___
[23]               [24]               [25]               [26]
EXPIR DT: _____ APPEAR DT: _____ FEE: 45.00 RECPT. NO: _____
[27]               [28]               [29]
SERVING AGENCY> _____ SERVING AGCY RECV DT: _____ SERVED DT: _____
[30]               [31]
STATUS: SERVICE ASSIGNED TO CLERK/NOT ISSUED_____ RETURN DT: _____
[32]               [33]
RECVD CLERK DT: _____ BY: _____
[34]               [35]               [36]
TO-COURT: _____ RCVD ACCT/CRT DT: _____ BY: _____
[37]
PERSON SERVED OTHER THAN COMMAND: _____
[38]               [39]               [40]
TRACKING NUMBER: 128_____ TRANSACTION NUMBER: 840_____ PJN NUM.  __
[41]
==> *** (1) RECORD(S) FOUND***

1=SERV. UPDT. 2=ADDR. INQ. 3=CASE SUMM. 4=NO FEE ENTRY
6=PARTY INQ. 7=BACKWARD 8=FORWARD 10=REFRESH 11=HELP
*****
```

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 line indicator.

F-KEY OPTIONS

- 1=SERV. UPDT: Access restricted.
- 2=ADDR. INQ: Press F2 to transfer to INT 57 - the Service Address Inquiry screen.
- 3=CASE SUMM.: Press F3 to transfer to INT 75 - Case Summary Inquiry screen.
- 4=NO FEE ENTY: Access restricted.
- 6=PARTY INQ. Press F6 to transfer to INT 65.10 – the General Party Inquiry screen.
- 7=BACKWARD: Press F7 to access preceding page.

8=FORWARD:

Press F8 to access next page.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

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, type **INT 65** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      NOV 26, 1996(C1)
INT65              CIVIL CASE INTAKE                          PAGE: 1  OF 1
                   PARTY INQUIRY SCREENS                     SCROLL: ____
                   SUB MENU                                    OPT: _____ - INT

[1]  [2]          [3]
-    10. GENERAL PARTY INQUIRY
-    20. SELECTED CONNECTION PARTY INQ.
-    30. SPECIFIC PARTY INQUIRY
-    40. NAME INQUIRY ASSOCIATED CASES
-    45. CIVIL INDEX PRIOR TO 1981
-    50. WITNESS INQUIRY/DEPOSITIONS
-    60. PARTY NAME AND ADDRESS INQUIRY
-    70. PARTY ADDRESS HISTORY INQUIRY
-    80. AGENT INQUIRY

                               [4]
                               SELECTION: ____

-----
TYPE IN SELECTION AND PRESS <ENTER>  CLEAR=MAIN MENU  7=BACK  8=FWRD  11=HELP
*****
```

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 SELECTION field at the bottom of the screen (field 4), type the appropriate option number (as listed in field 2) and press Enter.

Method 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter. The selected option will appear on the screen.

Press the Clear key to return to the INT Main Menu.

Press the Clear key again to return to the Model 204 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 Model 204 Main Menu screen to the Party's Associated Case Inquiry screen, type **INT 65.40** in the selection field at the bottom 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

Select Option 10 from the INT 65 Submenu. Press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      NOV 26, 1996(C1)
INT6510           CIVIL CASE INTAKE                          OPT: _____ - INT
                  GENERAL PARTY INQUIRY                     PAGE:  1 OF  1

   [1]           [2]           [3]           [4]           [5]
CASE NUM: 199602020__ PJN> __  TRANS NUM: 885_____ CURRENT COURT: 269 PUB? __
   [6]           [7]
CASE TYPE: APPEAL APPRAISAL BOARD          CASE STATUS: ACTIVE
   [8]
STYLE: WRIGHT, MIKE                        VS WRIGHT, LARRY
=====
                **** ACTIVE PARTIES ****
=====
[9][10]  [11]  [12] [13]           [14]           [15]           [16]
  PJN PER/CONN COC BAR          PERSON NAME          PTY ASSOC. ATTY
  NUM NUMBER
-  00004-0001 AGT              THREE S TRUST BY SERVING ITS T
-  00002-0001 DEF 08322300 THREE S TRUST              GRAY, J.
-  00001-0001 PLT 00792534 FIRST STATE BANK KEENE      GOLDBERG, JOEL

==> (3) CONNECTION(S) FOUND

1=INACTIVE      2=ATY. INQ.      3=ACT.ENTRY      4=ISS.SERV.      5=DOC. INQ.
6=CASE INQ.     7=BACKWARD      8=FORWARD       9=PTY.ADDR.     10=REFRESH      11=HELP

*****
```

To access a list of parties to a case,

1. Type a case number in field 1 or a transaction number in field 3. (A post-judgment number may be entered in field 2 if applicable.)
2. If a member of the public is requesting information, type a **Y** in field 5 to determine if the information can be disseminated.
3. Press Enter.

To toggle between active and inactive parties to the case,

1. Inquire as explained above.
2. Press F1.

To access a list of an attorney's cases,

1. Inquire as explained above.
2. Type an **X** in field 9 beside an attorney's listing. (Attorney listings will have a bar number in field 12.)
3. Press F2 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 typing an **X** in field 9.
3. Press F4 and the INT 65.30 screen will display.

To access address records for a party,

1. Inquire as explained above.
2. Select a party by typing an **X** in field 9.
3. Press F9 and the INT 65.60 screen will display.

EXPLANATION OF FIELDS

See page 102 for an explanation of fields.

F-KEY OPTIONS

Before pressing F2, F4, or F9, you may select a particular listing by typing an **X** in the selection field (field 9).

1=INACTIVE:	Press F1 to toggle between a list of the inactive parties and the active parties to the case.
2=ATY. INQ:	Press F2 to transfer to ATY 36 - the Civil Attorney Case Inquiry screen.
3=ACT. ENTRY:	Access restricted.
4=ISS.SERV.:	Access restricted.
5=DOC. INQ:	Press F5 to transfer to INT 41 - the Document Inquiry screen.
6=CASE INQ:	Press F6 to transfer to INT 75 - the Case Summary Inquiry screen.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.

9=PTY. ADDR:

Press F9 to transfer to INT 65.60 - the Party Name and Address Inquiry screen.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

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 Option 20 from the INT 65 Submenu. 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.
(A post-judgment number can be entered in the PJN field if applicable.)
2. Press Enter.
3. Tab to the selection field () and type an **X** next to the connection upon which you wish to inquire.
4. Press Enter and INT 65.20 screen 2 will display.
5. To return to screen 1 and select another type of connection, press F3.

EXPLANATION OF FIELDS

See page 102 for an explanation of fields.

F-KEY OPTIONS FOR INT 65.20 SCREEN 1

- | | |
|-------------|---|
| 1=PTY INFO: | Press F1 to transfer to INT 65.10 - the General Party Inquiry screen. |
| 10=REFRESH: | Press F10 to erase input. |
| 11=HELP: | Press F11 to access Help. |

F-KEY OPTIONS FOR INT 65.20 SCREEN 2

- | | |
|-------------|---|
| 1=INACTIVE: | Press F1 to toggle between a list of inactive and active parties to the case. |
|-------------|---|

- 2=SORT: To re-sort the displayed list, move the cursor to the PERSON NAME field (alphabetical sort) or to the PER/CONN NUMBERS field (ascending numerical sort) then press F2. The list will display in the requested order. The <\$> symbol appears above the field used to sort the list.
- 3=SEL.PTY.INQ: Press F3 to return to INT 65.20 screen 1 where the list of associated connections displays. To inquire on a type of connection, type an X to the left of a listing and press Enter.
- 7=BACKWARD: Press F7 to access the preceding page.
- 8=FORWARD: Press F8 to access the next page. Displays when the response contains multiple pages.
- 9=PRINT: Press F9 to print a report containing all listings in the response. The report will print on the Harris County printer designated in the PRINTER field. (This is not available to subscribers.)
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

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 Option 30 from the INT 65 Submenu. 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, type a **Y** in the 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, type an **X** beside the appropriate listing and press Enter.

EXPLANATION OF FIELDS

See page 102 for an explanation of fields.

F-KEY OPTIONS

1=PARTY INQ:	Press F1 to transfer to INT 65.10 - the General Party Inquiry screen.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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.

5300 griggs houston

ACCESS METHOD

Select Option 40 from the INT 65 Submenu. Press Enter.

```
*****
JUMAN (7TT#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 06, 2002(C1)
INT6540           CIVIL CASE INTAKE                      OPT: _____ - INT
                  NAME INQUIRY ASSOCIATED CASES        PAGE:      1 -      1

[1]              [2]
NAME: WRIGHT, MIKE_____ DATE FILED: _____ - _____
[3]              [4]              [5]              [6]              [7]
CASE TYPE> ____ STATUS> _ D=DEFENDANT P=PLAINTIFF _ COURT ____ PUB? _

[8][9]          [10]          [11]          [12]          [13]          [14] [15] [16]
COC             NAME1        COC             NAME2        CASE NO     CASE  CRT  FILE
_ DEF WRIGHT, MIKE (DBA TH PLT PAYDAY FINANCIAL INC 200023442 CNV 281  CFD
_ DEF WRIGHT, MIKE (DBA TH PLT CASH TODAY OF HOUSTO 200023441 TIF 129 129
_ DEF WRIGHT, MIKE          PLT STEFFLER, PAMELA V 198416610 PIA 11  CFD

==> *** (3) RECORD(S) FOUND ***
1=NAM. INQ.      2=NOTICE INQ.  3=CASE SUM.
7=BACKWARD      8=FORWARD
10=REFRESH      11=HELP
*****
```

INQUIRY METHOD

To inquire on cases to which a party is connected,

1. In field 1, type the party's name. See Appendix B for format options.
2. Optional. In field 2, type a beginning date in MMDDYY or MMDDYYYYY format. To specify a date range, type an ending date.
3. Optional. Use any combination of fields 3 – 6 to narrow the inquiry.
4. If a member of the public is requesting information, type a **Y** in field 7 to determine if the information can be disseminated.
5. Press Enter.

To access a summary of a displayed case,

1. Type and **X** in field 8, the selection field to the left of a listing.
2. Press F3 and the INT 75 Case Summary screen will display.

To access a list of notices generated for a displayed case,

1. Type and **X** in field 8, the selection field to the left of a listing.
2. Press F2 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, type a ? and press F11.
4. STATUS>: The current status of the case. For a list of valid codes, type a ? and press F11.
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. 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

8. _: Selection field. Type an **X** and press an F- key 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. CASE TYPE: Code for the type of case filed with Harris County.
- 15. CRT: Current court.
- 16. FILE LOCTN: No longer used.

F-KEY OPTIONS

- 1=NAM. INQ.: Press F1 to transfer to INT 65.45 - the Civil Index Prior to 1981 screen.
- 2=NOTICE INQ: Type an **X** to the left of a listing, and press F2 to transfer to NTS 50 - the Notice Inquiry by Case screen.
- 3=CASE SUM: Type an **X** to the left of a listing and press F3 to transfer to INT 75 - the Case Summary Inquiry screen.

Other F-key options are explained on page 13.

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 Option 45 from the INT 65 Sub Menu. 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. (Field 4 defaults to **B** for both defendant and plaintiff types.)
5. Optional. In the CASETYPE ABREV through PRIMARY PARTIES fields, type data to narrow the inquiry.
6. Press Enter.

To access a summary of a displayed case,

1. In the selection field to the left of a listing, type an **X**.
2. Press F1 and the INT 75 Case Summary screen will display.

EXPLANATION OF FIELDS

See page 102 for an explanation of fields. For a list of valid connection codes, see Appendix C.

F-KEY OPTIONS

1=CASE DISP:	Type an X in field 9 to select a case and then press F1 to transfer to INT 75 - the Case Summary Inquiry screen.
2=PTY. ASOC.:	Press F2 to transfer to INT 65.40 - the Name Inquiry Associated Cases.
9=PRINT:	Press F9 to print a report listing all cases found in response to the inquiry. The report will print on the device designated in the PRINTER field. (This is not available to subscribers.)

Other F-key options are explained on page 13.

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 Option 50 from the INT 65 Submenu. 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 102 for an explanation of fields.

F-KEY OPTIONS

1=PARTY INQ:	Press F1 to transfer to INT 65.10 - the General Party Inquiry screen.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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 Option 60 from the INT 65 Submenu. 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 NUM field, type a case number.
2. Optional. In the PERSON NUM 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, type a **Y** 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 102 for an explanation of fields.

F-KEY OPTIONS

- | | |
|---------------|---|
| 1=DOC. INQ: | Press F1 to transfer to INT 41 - the Document Inquiry screen. |
| 3=PER/CONN.: | Access restricted. |
| 4=PARTY INQ.: | Press F4 to transfer to INT 65.10 - the General Party Inquiry screen. |
| 5=ADDR INQ.: | Press F5 to transfer to INT 57 - the Service Address Inquiry Screen. |
| 7=BACKWARD: | Press F7 to access preceding page. |
| 8=FORWARD: | Press F8 to access next page. |

9=PRINT:

Press F9 to print a report. The report will print on the Harris County printer specified in the PRINTER field. (This is not available to subscribers.)

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

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 Option 70 from the INT 65 Submenu. 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 102 for an explanation of fields.

F-KEY OPTIONS

7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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 >. To access an online code table, type a ? in a marked field and press F11.

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 field. To select a particular listing and transfer to another option, type an **X** in the selection field beside the appropriate listing and press a F key.

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, type **INT 70** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 05, 1996(C1)
INT70              CIVIL CASE INTAKE                          OPT: _____ - INT
                   NEW CASES FILED INQUIRY                  PAGE:   1 OF   7

   [1]              [2]              [3]              [4]
FILE DATE: 100196__ THRU 110196__ COURT> ____ STATUS> _ CASE TYPE> ____
   [5]              [6]              [7]
GROUP STATUS _ PUB? _ PRINTER ID> _____
[8] [9] [10] [11] [12] [13] [14]
CASE NO  PJN  FILE DATE  CCR  CASE STATUS  CASE TYPE
=====<$>=====
_ 198346857      10/18/1996  311  DISPOSED (FINAL  DIVORCE
   [15]
STYLE:  HOPKINS, CELESTE          VS HOPKINS, TERRY ALVIN
_ 198906338      10/15/1996  152  DISPOSED (FINAL  PERSONAL INJURY-AUTO
STYLE:  JOHNSON, ARTHUR E        VS OSBORNE, STEVE
_ 199345241      10/01/1996  281  DISPOSED (FINAL  ACCOUNTING
STYLE:  MCINNIS, DORRIE (ANF JOHN MCIN VS PILECO INC
_ 199509241A    10/03/1996  11   ACTIVE          GARNISHMENT AFT JUDGMENT
STYLE:  ME, TOM                  VS WRIGHT, GREG
_ 199511111     10/07/1996  280  ACTIVE          APPEAL APPRAISAL BOARD
STYLE:  HARRISON                 VS NEFF

==> ** (31) RECORDS FOUND **

                2=SORT          3=CASE INQ.
                7=BACKWARD     8=FORWARD          9=PRINT          10=REFRESH     11=HELP
*****
```

To access a list of new cases filed,

1. Type a date range in field 1.
2. Optional. Type information in any combination of fields 2 - 5 to narrow the search.
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. 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, type a ? and press F11.
3. STATUS>: Case status code. For a list of valid status codes, type a ? and press F11.
4. CASE TYPE>: Case type code. For a list of valid case type codes, type a ? and press F11.
5. GROUP STATUS: Group case status indicator. To view only disposed cases, type a **D**. To view only active cases, type a **Y**.
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. PRINTER ID>: Printer ID of the user's default printer displays automatically. For a list of valid printer IDs type a ? and press F11.
8. _: Selection field. Type an **X** and press F3 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.

F-KEY OPTIONS

2=SORT: To re-sort the displayed list, move the cursor to the CASE NUMBER, FILE DATE or CCR response fields then press F2. The list will display in the requested order. The <\$> symbol appears above the field used to sort the list.

3=CASE INQ: Select a case by typing an **X** in the selection field (field 6) and press F3 to transfer to INT 75 - the Case Summary Inquiry screen.

7=BACKWARD: Press F7 to access preceding page.

8=FORWARD: Press F8 to access next page.

9=PRINT: Press F9 to print the list of new cases filed. The report will print on the printer specified in field 6. (This is not available to subscribers.)

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

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, type **INT 75** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 05, 1996(C1)
INT75              CIVIL CASE INTAKE                          OPT: _____ - INT
                   CASE SUMMARY INQUIRY                     PAGE:  1 OF  1

[1]                [2]
CASE NUMBER: 199602020__  PUB?  _
[3]
STYLE: WRIGHT, MIKE_____ VS WRIGHT, LARRY_____
[4]                [5]                [6]                [7]                [8]
FILE DT: 11061996 FILE CRT: 269 CURR CRT: 269 NO OF PLT: 1__ NO OF DEF: 1__
[9]                [10]                [11]
FILE LOC: ABST/EXECUT AUDIT__ LOC DT: 11061996 CAS TYP: APPEAL APPRAISAL BOA
[12]                [13]
CASE FILE SENT LOCATION: _____ CASE FILE SENT DATE: _____
[14]                [15]
STATUS: ACTIVE_____ JURY FEE PAID DATE: _____
[16]                [17]                [18]
NEXT DATE SET: _____ BOND FILED: _____ BOND TYPE: _____
[19]                [20]                [21]
SEALED:  _   AG CASE: _____   SDU IND:  _

                ** JUDGMENT/APPEAL INFORMATION **
[22]                [23]                [24]                [25]                [26]
JUDG FOR: _____ JUDG DT: _____ VOL: _____ PAG: _____ PAGES: _____
                [27]
                IMAGE NO: _____
[28]                [29]
FILE DT MOTION FOR NEW TRIAL: _____ STATUS: _____
[30]                [31]
APPEAL BOND DATE: _____ BOND CLASS: _____
[32]                [33]                [34]
SUPERSEDEAS DATE: _____ BOND CLASS: _____ AMT: _____ . ____
[35]                [36]
MANDATE DATE: _____ MANDATE TYPE: _____
[37]
CONSOLIDATED OR CONNECTED CASES: _____

==>
1=SET HIST.  2=SERV. INQ.  3=DOCU. INQ.  4=PARTY INQ.  5=ACT UPT
6=MFL. INQ.  7=ACT INQ.   8=PST TRL INQ  9=CFL HIST.  10=REFRESH  11=HELP
*****
```

To access a case summary,

1. In field 1, type the case number.
2. If a member of the public is requesting information, type a **Y** in field 2 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. 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

- | | |
|------------------------------|---|
| 3. STYLE: | First plaintiff vs. first defendant. |
| 4. FILE DT: | 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 TYP: | 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 DATE 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. JUDG FOR: If the case has been disposed, this field indicates which party type was awarded judgment.
23. JUDG DT: Date of final judgment.
24. VOL: Microfilm volume number if case record was microfilmed.
25. PAG: Microfilm page number if case record was microfilmed.
26. PAGES: Total number of pages on microfilm if applicable.
27. IMAGE NO: Image number if document was electronically scanned.
28. FILE DT MOTION FOR NEW TRIAL: 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. AMT: 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.

F-KEY OPTIONS

- 1=SET HIST: Press F1 to transfer to DKT 70 - Case Setting History.
- 2=SERV. INQ: Press F2 to transfer to INT 60 - Service Inquiry.
- 3=DOCU. INQ: Press F3 to transfer to INT41 - Document Inquiry.
- 4=PARTY INQ: Press F4 to transfer to INT 65.10 - General Party Inquiry.
- 5=ACT UPD: Access restricted.
- 6=MFL. INQ.: Press F6 to transfer to MFL 20.10 - General/Sealed Minutes Inquiry.
- 7=ACT INQ: Press F7 to transfer to ACT 50 - the General Inquiry.
- 8=PST TRL INQ: Press F8 to transfer to PST 30 - Post Trial Inquiry.
- 9=CFL. HIST.: Press F9 to transfer to CFM 20 - Case File Location History. May not be current.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access general Help screen explaining this transaction.

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, type **INT 76** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 06, 1996(C1)
INT76              CIVIL CASE INTAKE                          OPT: _____ - INT
                   CONSOLIDATED CASE INQUIRY                PAGE:  1 OF  1

   [1]              [2]
CASE NUMBER: 199600333__  CURRENT COURT: 113
   [3]              [4]
CASE STATUS: ACTIVE_____ CASE TYPE: OTHER CIVIL_____
   [5]
   STYLE: SMITH, DEBBIE_____ VS. SAPAUGH, MARLA_____

[6]   [7]           [8]   [9]   [10]   [11]   [12]   [13]   [14]   [15]
      ADJUNCT      CONSOL  PAR   ADJ   DECONSOL  PAR   ADJ
      CASE         DATE   SEQ   SEQ   DATE      SEQ   SEQ   LCDATE  LCUSER
_ 199600222__ 12061996 3____ 2____ _____ _____ _____ 12/06/1996 JUPLH

==> *** (1) CONSOLIDATION RECORDS FOUND ***

              7=BACKWARD      8=FORWARD                10=REFRESH      11=HELP
*****
```

To access a list of consolidated cases,

1. Type the case number in field 1.
2. Press Enter.

EXPLANATION OF FIELDS

Inquiry Field

1. CASE NUMBER: Harris County civil case number.

Display Fields

2. CURRENT COURT: Current court.
3. CASE STATUS: Case status.
4. CASE TYPE: Type of case filed with Harris County.
5. STYLE: Style of the case. First plaintiff vs. first defendant.
6. _: Selection field.
7. ADJUNCT CASE: Case number of consolidated case.
8. CONSOL DATE: Date case was consolidated with the case inquired upon.
9. 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.
10. ADJ SEQ: Adjunct sequence number. Sequence number of the consolidated case's activity record for the consolidation order.
11. DECONSOL DATE: Date the case was deconsolidated, if applicable.
12. PAR SEQ: Sequence number of the parent case's activity record used to build the deconsolidation record. See explanation of field 9.
13. ADJ SEQ: Sequence number of the adjunct deconsolidated case's activity record. See explanation of field 10.
14. LCDATE: Last change date.
15. LCUSER: Log-on ID of person who last changed the record.

For an explanation of the F-key options, see page 13.

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, type **INT 77** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 13, 1996(C1)
INT77              CIVIL CASE INTAKE                          OPT: _____ - INT
                   TAX PROPERTY INQUIRY                      PAGE:   1 OF   1

      [1]                [2]
CASE NUMBER: 199606120__ HCAD NUMBER: _____

[3]  [4]                [5]      [6]  [7]                [8]
CASE      HCAD      FILE TRANS
NUMBER    NUMBER    CRT   CRT                STYLE
*****
_ 199606120__ 1249874563992 281   281  CITY OF HOUSTON VS JONES, SANDRA_____

==> *** (1) TAX PROPERTY RECORDS FOUND ***

              7=BACKWARD      8=FORWARD                10=REFRESH      11=HELP
*****
```

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 field.
4. CASE NUMBER: Harris County Civil case number.
5. HCAD NUMBER: Harris County Appraisal District number.
6. FILE CRT: Court where the case was filed.
7. TRANS CRT: Court where the case was transferred, if applicable.
8. STYLE: Style of the case. First plaintiff vs. first defendant.

F-KEY OPTIONS

- 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.

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, type **INT 78** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 16, 1996(C1)
INT78              CIVIL CASE INTAKE                          OPT: _____ - INT
                   COURT TRANSFER INQUIRY                    PAGE:   1 OF   1

      [1]                      [2]
CASE NUMBER: 199611200__  POST JUDGE NUMBER> 1__

      [3]      [4]      [5]      [6]      [7]      [8]
POST JUDGE    TRANSFER  TRANSFER  LCDATE    LCTIME    LCUSER LITERAL
NUMBER        OUT COURT IN COURT

      1__      312      11__      12/16/1996  10:07:35  NEFF, MICHAEL_____
      ___      ___      ___      _____  _____  _____
      ___      ___      ___      _____  _____  _____
      ___      ___      ___      _____  _____  _____
      ___      ___      ___      _____  _____  _____
      ___      ___      ___      _____  _____  _____
      ___      ___      ___      _____  _____  _____
      ___      ___      ___      _____  _____  _____
      ___      ___      ___      _____  _____  _____
      ___      ___      ___      _____  _____  _____

==> (1) RECORDS FOUND

1=CASE INQ.      7=BACKWARD      8=FORWARD      10=REFRESH      11=HELP
*****
```

To inquire on court transfer history,

1. Type the case number in field 1. (A post-judgment number may be typed in field 2, 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, type a ? and press F11.

Display Fields

3. POST JUDGE NUMBER: Post-judgment number.
4. TRANSFER OUT COURT: Court from which case was transferred.
5. TRANSFER IN COURT: 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.

F-KEY OPTIONS

- 1=CASE INQ: Press F1 to transfer to INT 75 - Case Summary Inquiry.
- 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.

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, type **INT 85** in selection field at the bottom of the screen and press Enter.

JUPLH (SEC2) JUSTICE INFORMATION MANAGEMENT SYSTEM FEB 07, 1999(C1)
INT85 CIVIL CASE INTAKE OPT: _____ - INT
POST JUDGMENT SUM. INQUIRY PAGE: 1 OF 1

[1] [2]
CASE NUMBER: 199200059__ POST JUDGMENT NUMBER> __

[3]
STYLE: LUDWIG, MICHAEL JOHN_____ VS LUDWIG, GINA MARISA_____

[4]	[5]	[6]	[7]
FILE DATE: 01/02/1992	FILE COURT: 308	CURR COURT: 308	SEALED: _

[8] [9]
FILE LOC: CLOSED FILES_____ LOC DATE: 07/11/1996

[10]	[11]
CASE TYPE: DIVORCE_____	STATUS: DISPOSED (FINAL)_____

[12] [13]
CASE FILE SENT LOCATION: _____ CASE FILE SENT DATE: _____

** POST JUDGMENT INFORMATION **

[14] [15] [16]
PJN 1_ JUDG DT: 01/24/1996 DISPOSAL ACTIVITY: ORD SGN-TRANSFER ANOTHER COUN

[17]	[18]
PJN TYPE: MOTION TO INCREASE_____	PJN STATUS: DISPOSED (FINAL)_____

[19] [20] [21] [22] [23]
FILE DT: 01/24/1996 IMAGE: _____ VOL: 9845_ PG: 498_ TOT PG:3__

** JUDGMENT/APPEAL INFORMATION **

[24]
FILE DT MOTION FOR NEW TRIAL: _____

[25]
MOTION FOR NEW TRIAL STATUS: _____

==>

1=SUMM. INQ. 2=SERV. INQ. 3=DOCU. INQ. 10=REFRESH 11=HELP
7=BACKWARD 8=FORWARD

To access a post-judgment summary,

1. Type the case number in field 1.
2. Optional. To narrow the inquiry, type a post-judgment number in field 2.
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, type a ? and press F11.

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. CASE FILE SENT LOCATION: No longer used.
13. CASE FILE SENT DATE: No longer used.
14. PJN: Post-judgment number.
15. JUDG DT: Judgment date of post-judgment action.

- | | |
|--------------------------------------|--|
| 16. DISPOSAL ACTIVITY: | Disposal activity for the post-judgment matter if it has been disposed. |
| 17. PJN TYPE: | The type of post-judgment action filed. |
| 18. PJN STATUS: | The status of the post-judgment action. |
| 19. FILE DT: | Date post-judgment action or order was filed. |
| 20. IMAGE: | Image number if record was electronically scanned. |
| 21. VOL: | Microfilm volume number if record was microfilmed. |
| 22. PG: | Microfilm page number if record was microfilmed. |
| 23. TOT PG: | Total number of pages on microfilm if applicable. |
| 24. FILE DT MOTION
FOR NEW TRIAL: | Date motion for new trial was filed, if applicable. |
| 25. MOTION FOR
NEW TRIAL STATUS: | Indicates whether motion for new trial was denied, granted or overruled by operation of law. |

F-KEY OPTIONS

- | | |
|--------------|---|
| 1=SUMM.INQ: | Press F1 to transfer to INT 75 - the Case Summary Inquiry screen. |
| 2=SER. INQ: | Press F2 to transfer to INT 60 - the Service Inquiry screen. |
| 3=DOCU. INQ: | Press F3 to transfer to INT 41 - the Document Inquiry screen. |
| 7=BACKWARD: | Press F7 to access the previous page. |
| 8=FORWARD: | Press F8 to access the next page. |
| 10=REFRESH: | Press F10 to erase input. |
| 11=HELP: | Press F11 to access Help. |

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, type **MFL 20** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JAN 21, 1999(C1)
MFL20              CIVIL MICROFILM                            PAGE: 1  OF 1
                   INQUIRY                                  SCROLL: ____
                   SUB MENU                                OPT: _____ - MFL

  [1]  [2]              [3]
  _    10. GENERAL/SEALED MINUTES INQUIRY
  _    17. PRESYSTEM FILMED CASE LOG INQ.
  _    30. PRESYSTEM GEN. MIN. INQUIRY
  _    50. SPECIAL MINUTES INDEX INQUIRY
  _    60. SPECIAL CASE INDEX INQUIRY
  _    75. CHARGES OF THE COURT INQUIRY

                                [4]
                        SELECTION: ____
```

TYPE IN SELECTION AND PRESS <ENTER> CLEAR=MAIN MENU 7=BACK 8=FWRD 11=HELP

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).

20.60 Microfilm log of special cases (cases in which every document is microfilmed).

20.75 Microfilm log of charges to a jury.

A sample of the MFL 20.10 screen is provided on page 123.

A summary of the other MFL 20 suboptions begins on page 125.

TO SELECT AN OPTION

Method 1

In the SELECTION field at the bottom of the screen (field 4), type the appropriate option number (as listed in field 2) and press Enter.

Method 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter. The selected option will appear on the screen.

Press the Clear key to return to the MFL Main Menu.

Press the Clear key again to return to the 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 Model 204 Main Menu screen to the General Minutes Inquiry screen, type **MFL 20.10** in the selection field at the bottom 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 Option 10 from the MFL 20 Submenu. Press Enter.

```

*****
JUPLH (7TT#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JAN 12, 1999(C1)
MFL2010          CIVIL MICROFILM                      OPT: _____ - MFL
                GENERAL/SEALED MINUTES INQUIRY        PAGE:    1 -    2

  [1]           [2]           [3]           [4]   [5]
CASE: 199620200__ PJN> __ DT SIGN: _____ TO _____ PUB? _ PRT> RMT83 _
  [6]
STYLE: BOGWU, JOSEPH_____ VS. INRE_____
  [7]           [8]           [9]
CASE STAT: DISPOSED (FINAL)_____ FILE LOC: CLOSED FILES_____ CRT: 311
[10] [11]       [12]       [13]       [14]       [15] [16] [17][18][19]
      DATE SIGN PJN/STATUS      SEQ      IMAGE NO      VOL PAGE PGS TYP MIN
  _ 05/06/1997 _ _____ 8_____ _____ 575__ 916_ 1___ T SM
  [20]           [21]
ACT: CCCDX ORDER GRANTING CERTIFIED COP NOTES: _____
  [22]           [23]
REFILM: _____ LCD: 05/09/1997
  [24]           [25]       [26]       [27]
PAGE RANGE: _____ CERTIFIED: _ CUSTOMER ID: _____ NUMBER OF COPIES: 1_
  _ 04/21/1997 _ _____ 7_____ _____ 575__ 540_ 5___ F SM
ACT: 8C__ FINAL JUDGMENT SIGNED FOR__ NOTES: VS160_____
REFILM: _____ LCD: 04/25/1997
PAGE RANGE: _____ CERTIFIED: _ CUSTOMER ID: _____ NUMBER OF COPIES: 1_
  _ 04/21/1997 _ _____ 5_____ _____ 575__ 540_ 5___ T SM
ACT: MTERX ORDER SIGNED TERMINATING__ NOTES: _____
REFILM: _____ LCD: 04/25/1997
PAGE RANGE: _____ CERTIFIED: _ CUSTOMER ID: _____ NUMBER OF COPIES: 1_

==> (4) RECORDS FOUND

1=MINS. ACT  2=SORT-ASCEN  3=CASE SUMM.  4=ACT.INQUIRY  5=DOWNLOAD
6=DKT HISTORY 7=BACK      8=FORWARD   9=PRINT      10=REFRESH   11=HELP
*****

```

To inquire on the microfilm log for a case,

1. Type the case number in field 1.
2. Optional. Type information in fields 2 - 3 to narrow the inquiry.
3. If a member of the public is requesting information, type a **Y** in field 4 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 F9. The General Minutes Log report will print on the user's default printer displayed in field 5 (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 131 for an explanation of fields.

F-KEY OPTIONS

1=MINS. ACT:	Access restricted.
2=SORT-ASCEN:	Press F2 to resort display in ascending date order. Press F2 again to return display to descending date order.
3=CASE SUMM:	Press F3 to transfer to INT 75 - the Case Summary Inquiry screen.
4=ACT.INQUIRY:	Press F4 to transfer to ACT 50 - the General Inquiry screen.
5=DOWNLOAD:	Press F5 to download and print a selected document containing an image number.
6=DKT HISTORY:	Press F6 to transfer to DKT 70 - the Case Setting History screen.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
9=PRINT:	Press F9 to print the General Minutes Log report. See above.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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 Option 17 from the MFL 20 Submenu. 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, press F9. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 131 for an explanation of fields.

F-KEY OPTIONS

1=FILMED ENT:	Access restricted.
2=RESORT:	To re-sort the displayed list, position the cursor below the CASE NUMBER or ROLL column heading, then press F2. The symbol <\$> appears above the column used to sort the list.
3=FILMED CORR:	Access restricted.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
9=PRINT:	Press F9 to print the Pre-System Filmed Case Log report.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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 Option 30 from the MFL 20 Submenu. 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, press F9. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 131 for an explanation of fields.

F-KEY OPTIONS

- | | |
|----------------|---|
| 1=GEN.MIN ENT: | Access restricted. |
| 2=SORT: | To re-sort the displayed list, position the cursor below one of the following column headings — CASE, DATE SIGNED, VOLUME, NOTES, or LCD — then press F2. The list will display in the requested order. The symbol <\$> appears above the column used to sort the list. |
| 3=GEN.MIN COR: | Access restricted. |
| 7=BACKWARD: | Press F7 to access preceding page. |

8=FORWARD:

Press F8 to access next page.

9-PRINT:

Press F9 to print Pre-System General Minute Log Report.
(This is not available to subscribers.)

Other F-key options are explained on page 13.

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 Option 50 from the MFL 20 Submenu. 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, press F9. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 131 for an explanation of fields.

F-KEY OPTIONS

1=SPECIAL ENT:	Access restricted.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
9=PRINT:	Press F9 to print the Special Minutes Index report. (This is not available to subscribers.)
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

MFL 20.60 — Special Case Index Inquiry

Use MFL 20.60 to obtain the microfilm log of every document microfilmed in a special civil case. A special case is one in which the judge has ordered that every document be microfilmed.

ACCESS METHOD

Select Option 60 from the MFL 20 Submenu. Press Enter.

INQUIRY METHOD

To inquire on the microfilm log for a case,

1. Type the case number in the CASE NUMBER field.
2. Optional. Type information into any combination of the ROLL NO through TEXT SEARCH DESCRIPTION fields.
3. Press Enter.

To print response, press F9. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 131 for an explanation of fields.

F-KEY OPTIONS

1=SCIENT:	Access restricted.
2=SORT:	To re-sort the displayed list, position the cursor below any one of the column headings except END FRAME, then press F2. The list will display in the requested order. The symbol <\$> appears above the column used to sort the list.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
9=PRINT:	Press F9 to print the Special Case Index report.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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 Option 75 from the MFL 20 Submenu. 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, press F9. (Your log-on ID must be associated with a valid Harris County printer ID.)

EXPLANATION OF FIELDS

See page 131 for an explanation of fields.

F-KEY OPTIONS

1=CHARGES ENT:	Access restricted.
2=RESORT:	To re-sort the displayed list, position the cursor below the CASE NUMBER or VOLUME column heading, then press F2. The list will display in the requested order. The symbol <\$> appears above the column used to sort the list.
3=CHARGES COR:	Access restricted.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
9=PRINT:	Press F9 to print the Charges of the Court report.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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 NO:	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:	Harris County code for the user's default printer displays automatically. To re-route a printout, type a different printer ID.

For a list of valid printers type a ? and press F11.

In order to print a report from Model 204, 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. 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.
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.
VOL:	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, type **NTS 50** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SJP1)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JAN 04, 1994
NTS50              NOTICE TRACKING SYSTEM                  OPT: _____ - NTS
                   NOTICE INQUIRY BY CASE                 PAGE: 1 OF 77

[1]                [2]                [3]
CASE NUMBER: 199200000__ PJN> __    COURT: 11__
[4]
STYLE: CAMP, ELAINE_____ VS. WALL CONSTRUCTION COMPANY_____
[5]                [6]                [7]
CASE STA: DISPOSED (FINAL)__ CASE TP: OTHER CIVIL_____ FILE LOC: ABSTR/EXEC D

[8]                [9]
NOTICE DATE: 12/07/1993      ATTY/PRO SE NAME: STREICHER, LINDA T.
[10]                [11]
CONNECTION: ATTORNEY FOR PLAINT LETTER DESC: NOTICE OF DISPOSITION DEADLINE
[12]
ADDR: 1235 RIVERWAY, HOUSTON TX 77098
[14]                [13]
CLERK: NIKOLIS, DEBBIE J.      PH: 713-555-2552

NOTICE DATE: 12/07/1993      ATTY/PRO SE NAME: HAMM, DEBBIE
CONNECTION: PLAINTIFF PRO SE LETTER DESC: NOTICE OF DISPOSITION DEADLINE
ADDR: 2479 MILL STREET, HOUSTON, TX 77055      PH:(927)468-7928
CLERK: NIKOLIS, DEBBIE J.

==> (153) RECORDS FOUND

1=SETING HIS. 2=NTS20      3=NTS60
                7=BACKWARD      8=FORWARD      10=REFRESH      11=HELP
*****
```

To access a list of generic notices issued for a case,

1. In field 1, type the case number.
2. Optional. In field 2, 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, type a ? and press F11.

Display Fields

3. COURT: Court number.
4. STYLE: Style of the case. First plaintiff vs. first defendant.
5. CASE STA: Case status.
6. CASE TP: Case type.
7. FILE LOC: No longer used.
8. NOTICE DATE: Date printed on the notice.
9. ATTY/PRO SE
NAME: Name of the attorney or pro se party to whom the letter was sent.
10. CONNECTION: Party's connection to case.
11. LETTER DESC: Letter description.
12. ADDR: Address to which the letter was mailed.
13. PH: Party's phone number.
14. CLERK: Name of the clerk who generated the notice.

F-KEY OPTIONS

- 1=SETTING HIS: Press F1 to transfer to DKT 70 - the Setting History Inquiry screen.
- 2=NTS20: Access restricted.
- 3=NTS60: Access restricted.

7=BACKWARD: Press F7 to access preceding page.

8=FORWARD: Press F8 to access next page.

Other F-key options are explained on page 13.

PSTMM — 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, type **PST** in selection field at the bottom of the screen and press Enter.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 11, 1996(C1)
PSTMM              POST TRIAL SYSTEM                          PAGE: 1  OF 1
                   MAIN MENU                                SCROLL: ____
                                                           OPT: _____ - PST

[1]  [2]  [3]
-    10. APPEALS
-    30. ABSTRACTS
-    50. BONDS

[4]
SELECTION: _____
```

TYPE IN SELECTION AND PRESS <ENTER> 7=BACK 8=FWRD 10=LOGOFF 11=HELP

TO SELECT AN OPTION

Method 1

In the SELECTION field at the bottom of the screen (field 4), type the appropriate option number (as listed in field 2) and press Enter.

Method 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter. 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.

Press the Clear key to return to the Post Trial System Main Menu.

Press the Clear key 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

Select Option 20 from the PST 10 Submenu. Press Enter.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 16, 1996(C1)
PST1020           POST TRIAL SYSTEM                          OPT: _____ - PST
                  APPEAL INQUIRY                          PAGE:  1 OF  2

[1]              [2]              [3]              [4]              [5]
CASE NO: 199600007__ EVENT DATE: _____ EVENT CODE> __ CRT: 157 EXH.SENT:
[6]              [7]              [8]
CASE TYPE: DAMAGES (OTH)          CASE STATUS: DISPOSED (FINAL)          PUB? _
[9]
STYLE: KNIGHT, ROBERT              VS INDIANA UNIVERSITY
[10]                                [11]
ACCELERATED APPEAL DATE:          TRANSCRIPT DUE DATE: 07/22/1996
[12]                                [13]
      JUDGMENT DATE: 05/23/1996    WRIT OF ERROR DUE DATE:
[14]
      TRIAL COURT APPEARANCE DATE ON MOTION FOR NEW TRIAL:
[15] [16] [17] [18] [19]
EVENT  EVENT          TRANSCRIPT COST
DATE  CODE          OR VOL/PG-IMAGE#  ASSIGNED TO CLERK
10/03/1996 R_ _____ $0.00_____
[20]
      DESCRIPTION: SUPPLEMENTAL TRANSCRIPT COMPLETED_____

[21]
NOTES: _____
[22] [23] [24]
LCUSER: CONVR  LCDATE: 10031996  LCTIME: 00:55

10/03/1996 Q_ _____ $250.00_____
      DESCRIPTION: TRANSCRIPT COMPLETED_____
NOTES: _____
LCUSER: CONVR  LCDATE: 10031996  LCTIME: 00:55

==> ** (8) RECORDS FOUND **

1=APP.ENTR      2=ACT. INQ.      3=BOND.INQ.      4=PST INQ.      5=MFL INQ.
                7=BACKWARD      8=FORWARD        10=REFRESH      11=HELP
*****
```

To access appeal events for a case,

1. In field 1, type the case number.
2. Optional. In field 2, type the event file date and/or in field 3, type the event code to narrow the search.

3. If a member of the public is requesting information, type a **Y** in field 8 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 (MMDDYY or 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, type a ? and press F11.
8. 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

4. CRT: 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 APPEARANCE 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. |

F-KEY OPTIONS

- | | |
|--------------|--|
| 1=APP.ENTRY: | Access restricted. |
| 2=ACT. INQ.: | Press F2 to transfer to ACT 50 - General Inquiry screen. |

3=BOND.INQ.:	Press F3 to transfer to PST 50.20 - the Bond Inquiry screen.
4=PST INQ.:	Press F4 to transfer to PST 30.82 - the Post Trial Inquiry screen.
5=MFL INQ.:	Press F5 to transfer to MFL 20.10 - General/Sealed Minutes Inquiry.
7=BACKWARD:	Press F7 to access preceding page.
8=FORWARD:	Press F8 to access next page.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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

Select Option 20 from the PST 30 Submenu. Press Enter.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 18, 1996(C1)
PST3020           POST TRIAL SYSTEM                          OPT: _____ - PST
                  ABSTRACT INQUIRY                         PAGE: 1 OF 1

[1]              [2]              [3]              [4]
CASE: 199544550__ ABST. NUM: _____ CRT: 310  ABST. DATE: _____ TO: _____
[5]              [6]              [7]
CASE TYPE: DIVORCE                CASE STATUS: DISPOSED (FINAL)  PUB? _
[8]
STYLE: NOLEN, ROBERT                VS  SMITH, ANNA NICOLE
[9]
CASE FILE LOCATION: ABSTR/EXEC DESK

[10]             [11]             [12]             [13]             [14]             [15]
ABSTRACT  REQUESTED  FILE  PICKED-UP/  REQUESTED BY  ASSIGNED TO
NUMBER    DATE      RECEIVED  [16]         [17]         [18]         [19]
                MAILED  RECPT NO.  TOT ABS.   DATE
2__      11/05/1996  _____  _____  LAWSON, MICHELLE _____
[20]
CANCELED: _____ 53212__ 2__
[21]
COMMENTS/PICKED-UP BY: _____
[22]             [23]             [24]
LCDATE: 11051996  LCTIME: 02:28:26  LCUSER: CONVR

1__      09/20/1996  09/25/1996  _____  LAWSON, MICHELLE _____
CANCELED: 09/30/1996 1__      3__      09/26/1996
COMMENTS/PICKED-UP BY: _____
LCDATE: 11051996  LCTIME: 02:28:26  LCUSER: CONVR

==> ** (2) ABTRACT(S) FOUND **
1=ABS.ENTRY  2=PST.INQ.
              7=BACKWARD  8=FORWARD 10=REFRESH 11=HELP
*****
```

To view abstract activity in a case,

1. In field 1, type the case number.
2. Optional. In field 2, type the abstract number to narrow the inquiry to a single abstract request event record.
3. Optional. In field 4, type a date or date range during which abstract activity occurred.
4. If a member of the public is requesting information, type a **Y** in field 7 to determine if the information can be disseminated.
5. Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1. CASE: Required. Type the Harris County case number.
2. ABST. NUM: Optional. Type an abstract request number to inquire on a particular request.
4. ABST. DATE: Optional. Type a date or a date range during which abstract activity occurred.
7. 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

3. CRT: 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 NUMBER: Computer-generated tracking number assigned to the abstract request.
11. REQUESTED DATE: 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. 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. MAILED: | Date the completed abstract was mailed, if not picked up in person. |
| 17. RECPT NO: | Number on the receipt that was issued when the abstract fee was paid. |
| 18. TOT ABS: | Total number of abstracts in the abstract request (example, 5 = 5 abstracts to go to 5 counties). |
| 19. DATE: | Date the abstract was assigned to the processing clerk. |
| 20. 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. |

F-KEY OPTIONS

- | | |
|-------------|--|
| 1=ABS.INQ: | Access restricted. |
| 2=PST.INQ: | Press F2 to transfer to PST 30.82 - the Post Trial Inquiry screen. |
| 7=BACKWARD: | Press F7 to access preceding page. |
| 8=FORWARD: | Press F8 to access next page. |
| 10=REFRESH: | Press F10 to erase input. |
| 11=HELP: | Press F11 to access general Help screen explaining this transaction. |

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

Select Option 82 from the PST 30 Submenu. Press Enter.

```

*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 18, 1996(C1)
PST3082          CIVIL POST TRIAL                          OPT: _____ - PST
                  POST TRIAL INQUIRY                      PAGE:   1 OF   1

  [1]          [2]          [3]          [4]          [5]  [6]
CAS: 199692345__ FL DT: 09/23/1996 CRT: 269 CUR CRT: 269 PUB? _PTR> RMT83__
  [7]
STYLE: REED, JO ANN_____ VS BECK, MELISSA_____
  [8]          [9]          [10]
FILE LOC: CENTRAL INTAKE CAS TYP: PERSONAL INJURY-AU STATUS: DISPOSED (FINAL
  [11]          [12]          [13]          [14]          [15]
JUDG FOR: DFL - DEFAULT J JUDG DT: 09/23/1996 VOL: _____ PAG: _____ PGS: ____
  [16]          [17]          [18]
NEW TRIAL: _____ STATUS: _____ IMAGE: _____
  [19]          [20]          [21]
APPEAL BOND DATE: 09/23/1996 BND CLASS: SURETY_____ AMT: $1,000.00_____
  [22]          [23]          [24]
SUPERSEDEAS DATE: _____ BND CLASS: _____ AMT: _____
  [25]          [26]
MANDATE DATE: _____ MANDATE TYPE: _____

          [27]          [28]          [29]          [30]          [31]          [32]          [33]
          SERVICE          DT-REQ          DT-ASGN          DT-ISSUE          DT-RET          TKNO/REC          CLERK
EXECUTION_____ 09/23/1996 09/23/1996 _____ _____ 112_____ JU8E1
ABSTRACT NUM. 1__ 10/03/1996 10/03/1996 _____ _____ 825_____ JU8E1
_____
_____
_____

==> ** (2) RECORD(S) FOUND **
1=SERV.INQ.  2=DOCU.INQ.  3=PARTY INQ.  4=ABS.INQ.  5=CFL. INQ.
6=ACT INQ.   7=BACKWARD  8=FORWARD    9=PRINT    10=REFRESH  11=HELP
*****

```

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, type a **Y** in field 6 to determine if the information can be disseminated.
3. Press Enter.

EXPLANATION OF FIELDS

1. CASE: Type the Harris County case number and press Enter.
2. FILE DT: Date the case was filed.
3. FILE CRT: Court in which the case was originally filed.
4. CUR CRT: Current court.
5. PRTR>: Printer ID where the report will print. Type over to route report to another printer.
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.
7. STYLE: Style of the case. First plaintiff vs. first defendant.
8. FIL LOC: No longer used.
9. CAS TYP: Type of case filed with Harris County.
10. STATUS: Status of the case.
11. JUDG FOR: Party awarded judgment.
12. JUDG DT: Date the judged signed the judgment order.
13. VOL: Microfilm volume where judgment order is located.
14. PAG: Microfilm page where judgment order begins.
15. PAGES: Total number of pages the judgment order occupies.
16. NEW TRIAL: Date motion for new trial was filed.
17. STATUS: Approval status of the motion for trial, example, granted, denied, overruled.
18. IMAGE: Image number where record is located.
19. APPEAL BOND DATE: Date the appeal bond was filed.
20. BND CLASS: Appeal bond classification (cash, surety, personal or other).

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

F-KEY OPTIONS

- 1=SERV.INQ: Press F1 to transfer to INT 60 - the Service Inquiry screen.
- 2=DOCU.INQ: Press F2 to transfer to INT 41 - the Document Inquiry screen.
- 3=PARTY INQ: Press F3 to transfer to INT 65.10 - the General Party Inquiry screen.
- 4=ABS.INQ: Press F4 to transfer to PST 30.20 - the Abstract Inquiry screen.
- 5=CFL.INQ: Press F5 to transfer to CFM 50 - the Current Location Inquiry screen. May not be current.

6=ACT INQ:

Press F6 to transfer to ACT 50 - the General Inquiry screen.

9=PRINT:

Press F9 to print the Post Trial Inquiry report. (This is not available to subscribers.)

Other F-key options are explained on page 13.

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

Select Option 20 from the PST 50 Submenu. Press Enter.

```
*****
JUPLH (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 30, 1996(C1)
PST5020           POST TRIAL SYSTEM                          OPT: _____ - PST
                  BOND INQUIRY                            PAGE:   1 OF   1

[1]              [2]              [3]              [4]              [5]
CASE NO: 199500001__ BOND FILE DATE: _____ BOND TYPE> _ COURT: 215  PUB? _
[6]              [7]
CASE TYPE: EXPUNCTION OF RECORDS                CASE STATUS: REV & REMANDED
[8]
STYLE: JOANNE M. ANDERSON                        VS  JAMES E RICORD

[9]              [10]             [11]
DATE BOND FILED: 04/12/1996 BOND TYPE: SUPERSEDEAS BOND_ BOND CLASS: SURETY__
[12]             [13]
FILED BY: RODRIGUEZ, HIEN_____ BOND AMOUNT:           $25,500.00
[14]
SURETY: STATE BOND COMPANY_____

[15]             [16]
BOND APPROVED BY: SMALLS, SHARYN LYNN_____ BOND APPROVAL DT: 04/12/1996
[17]             [18]
DATA ENTRY CLERK: HOUPT, LORETTA_____ BOND RELEASE DT: 04/15/1996

DATE BOND FILED: 03/22/1996 BOND TYPE: APPEAL BOND_____ BOND CLASS: CASH_____
FILED BY: THOMPSON, VICKI_____ BOND AMOUNT:           $10,000.00
SURETY: CLERK'S CERTIFICATE OF CASH IN LIEU OF_____
BOND APPROVED BY: _____ BOND APPROVAL DT: _____
DATA ENTRY CLERK: HOUPT, LORETTA_____ BOND RELEASE DT: _____

==> ** (2) RECORDS FOUND **

1=BOND ENTRY  2=PST.INQ.    3=PARTY INQ.  4=APP. INQ.
              7=BACKWARD   8=FORWARD    10=REFRESH   11=HELP
*****
```

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, type a **Y** in field 5 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. Type a code identifying the type of bond that was filed. For a list of valid codes, type a ? and press F11.
5. 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

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 DT: 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 DT: Date (MMDDYYYY) the court order was signed releasing the bond.

F-KEY OPTIONS

- 1=BOND.ENTRY: Access restricted.
- 2=PST.INQ: Press F2 to transfer to PST 30.82 - the Post Trial Inquiry screen.
- 3=PARTY INQ: Press F3 to transfer to INT 65.10 - the General Party Inquiry screen.
- 4=APP. INQ.: Press F4 to transfer to PST 10.20 - Appeal Inquiry screen.
- 7=BACKWARD: Press F7 to access preceding page.
- 8=FORWARD: Press F8 to access next page.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

Appendix A Features of Model 204

HELP SCREENS

General

Once you access an option in a Model 204 subsystem, general assistance is available by pressing F11.

Specific Fields

Specialized Help screens are available for fields ending with >. These screens usually contain lists of valid codes.

To access a specialized Help screen:

- a. Type a ? in a field ending with > and press F11. The code table will display.
- b. Select the appropriate code by typing an X in the selection field to the left of the listing.
- c. Press Enter and the original screen will reappear with the selected code displaying in the field.

THE OPTION FIELD

Transferring to Different Options

OPT: ____ appears at the top right of each screen. Use this field to transfer quickly from one option to another within a subsystem.

Type an option number beside OPT and press Enter. The requested screen will appear.

Transferring to Different Subsystems

Beside OPT: ____ are the initials of the subsystem you are using. 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.

Over the displayed subsystem code, 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 option number beside OPT, then type the subsystem code over the code that currently displays and press Enter. For example to transfer to the Case Summary Inquiry screen in the INT subsystem, type 75 - INT in the OPT field and press Enter.

Logging Off

Type an **L** in any OPT field and press Enter.

THE SCROLL FIELD

On Option Screens

Above the OPT field on some screens is a field labeled SCROLL. When records are contained on more than one page, this field allows you to quickly move from one page to another.

Type a page number in this field and press Enter. The requested page will appear.

On Help Screens

The SCROLL field on Help screens may be used with page numbers as described above, or for some screens on which data is listed in alphabetical order, it may be used with letters of the alphabet. To access a particular part of an alphabetic list, type a letter or letters in the SCROLL field and press Enter.

THE PAGE NUMBER FIELD

Below the OPT field on some screens is a field labeled PAGE ___ OF ___ (example, PAGE 1 OF 10). This field allows you to access any specific page when records are contained on more than one page.

Type the desired page number over the current page number and press Enter. The requested page will appear.

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 Model 204 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 Model 204 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 Model 204 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**

NOTE: On the ADX 10 screen there are two separate name fields, one for last name and one for first name. When using ADX 10, do not type a comma after the last name.

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**

or on ADX 10

LAST NAME: SAMPLE FIRST NAME: 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

Or in the PHONE NUMBER field on ADX 10: **52*081**

This search will find such phone numbers as:

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

On ADX 10, the + wildcard is automatically changed to an *. This wildcard can be used in any inquiry field on ADX 10. An asterisk is assumed to be at the end of any entry on that screen.

NOTE: Inquiring with a wildcard character can be time-consuming. Avoid using a wildcard character as the first character in a field.

Appendix C Code Tables

CONNECTION CODES

<u>Code</u>	<u>Description</u>
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

<u>Code</u>	<u>Description</u>
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)

<u>Code</u>	<u>Description</u>
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

<u>Code</u>	<u>Description</u>
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

Appendix F
JIMS PROJECT ANALYSTS

Administrative Offices of the Court	Clay Bowman	713-755-6859
Community Supervision and Corrections	Glenda Stair Assistants: Gloria Villanueva Nancy Criss Vicki Adams	713-755-2725 713-755-2764 713-755-2774 713-755-2726
Civil District Courts	Steve Stuchlik	713-755-7592
Constables' Offices	Bob Hilsher	713-755-5200
County Criminal Courts at Law	Harry Leverette	713-755-0999
*District Attorney's Office	Kermit Kurtz	713-755-0572
District Clerk, Civil Division	Michael McDougal Project Coord: Mindy Hamrick	713-755-5705 713-755-5740
District Clerk, Criminal Division	Vicki George Project Coord: Mindy Hamrick	713-755-6883 713-755-5740
Justices of the Peace	Jennifer Juel	713-755-0999
Juvenile Probation Department	Pam Boveland	713-222-4177
Pretrial Services	Mara Porper	713-755-2935
*Sheriff's Department	Penny Crianza Assistant: Pat Diaz Training Coordinator: Pamela Amie	713-755-6041 713-755-6040
*HPD Agency Liaison	Joel Cook	281-230-2347

*** Employees of these agencies may also call the ITC Help Desk at 713-755-6624 for password assistance.**

Index

Abstract Inquiry — PST 30.20.....	142
Accessing a Subsystem	9
Accessing an Option	11
Activity Microfilm Inquiry — ACT 53.....	34
Address Cross-Reference Inquiry — ADX 10.....	42
Appeal Inquiry — PST 10.20.....	138
Appendix A — Features of Model 204.....	152
Appendix B — Model 204 Name Inquiries	155
Appendix C — Code Tables	157
Appendix D — Documents Recorded in the System.....	161
Appendix E — JIMS Project Analysts	163
Attorney Vacation Inquiry — ATY 80	51
Bond Inquiry — PST 50.20	149
Case File Location Field	14
Case Number Field	14
Case Setting History — DKT 70	54
Case Status (CST) Field.....	14
Case Status Codes.....	160
Case Summary Inquiry — INT 75	108
Case Type Field	14
Charges of the Court Inquiry — MFL 20.75	130
Civil Attorney Case Inquiry — ATY 36.....	47
Civil Attorney Inquiry — ATY 35.....	45
Civil Microfilm Inquiry Submenu — MFL 20	121

Civil Name Inquiry Prior to 1981 — INT 65.45.....	97
Civil System Inquiry Screens.....	17
Civil System Overview.....	1
Civil System Web Site.....	2
Commonly Seen Fields.....	14
Connection Code (COC) Field.....	14
Connection Codes.....	157
Consolidated Case Inquiry — INT 76.....	112
Court Activity Analysis — ACT 65.....	38
Court Transfer Inquiry — INT 78.....	116
Current Court (CRT) Field.....	14
Data Entry and Source Documents.....	3
Date Filed Field.....	14
Definition of JIMS.....	1
Detailed Document Inquiry — INT 42.....	69
Dismiss for Want of Prosecution Notice Inquiry — DWP 60.....	61
Display Restrictions per House Bill 1391.....	4
Docket Setting Inquiry — DKT 80.....	58
Document Inquiry — INT 41.....	66
Error Messages.....	12
Explanation of Fields on INT 65 Suboptions.....	102
Explanation of Fields on MFL 20 Suboptions.....	131
File Court Field.....	14
For/Against Inquiry — ACT 51.10.....	28
General Court Activity Inquiry — ACT 50.....	21
General Party Inquiry — INT 65.10.....	88

General/Sealed Minutes Inquiry — MFL 20.10	123
Help Screens	152
Inquiry By Activity Date — ACT 52	31
Introduction to Model 204	5
Judgment Date (JUDG) Field	15
Last Change Date (LCD) Field	15
Log-off Procedures.....	8
Log-on Procedures	6
Model 204 Information	12
Name Inquiry Associated Cases — INT 65.40	94
New Cases Filed Inquiry — INT 70	105
Notice Inquiry — ACT 51	25
Notice Inquiry by Case — NTS 50	134
Option Field	152
Page Number Field.....	153
Paging Techniques	12
Party Address History Inquiry — INT 65.70	101
Party Inquiry Screens Submenu — INT 65.....	86
Party Name and Address Inquiry — INT 65.60.....	99
Person Number (PER) and Connection Number (CONN) Field	15
PF-Key Options.....	13
Post Judgment Number (PJN) Field	15
Post Judgment Summary Inquiry — INT 85	118
Post Trial System Main Menu — PSTMM	137
Post-Trial Inquiry — PST 30.82.....	145
Presystem Filmed Case Log Inquiry — MFL 20.17	125

Presystem General Minutes Inquiry — MFL 20.30.....	126
Printing.....	13
Pro Se Field.....	15
Public Access HB 1391 — INT 33.....	64
Public Access to JIMS	2
Purge	4
Returning to the Main Menu.....	153
Scroll Field.....	153
Selected Connection Party Inquiry — INT 65.20	91
Selection Field	15
Sequence Number (SEQ) Field.....	15
Service Address Inquiry — INT 57	78
Service Inquiry — INT 60	81
Service Request Inquiry — INT 55.....	74
Special Case Index Inquiry — MFL 20.60	129
Special Minutes Index Inquiry — MFL 20.50.....	128
Specific Party Inquiry — INT 65.30.....	93
Style Of The Case (STYLE) Field.....	15
Tax Property Inquiry — INT 77.....	114
The Message Line	12
The Role of the District Clerk's Office	1
Witness Inquiry/Depositions — INT 65.50	98