

Texas OCA Court Reminder with eCourtDate Deployment/Configuration Guide

After Deployment in each environment (Both AWS and On-Prem)

Schedule the "Texas OCA Court Reminder with eCourtDate" Report

This report generates the output file that eCourtDate uses for scheduling reminders. The output from this file can be delivered to eCourtDates SFTP via the SFTP Upload Job.

Reports>Custom Reports>Texas OCA Court Reminder with eCourtDate

Complete the requested parameters.

Report will generate a csv file showing future hearing events for the selected Location, Case Type, Party Connection and Days in the future. - Updated 2025-01-28

Clear Memorize Recall

Location		Nodes for the the cases with parties to be
Client ID		Client Identifier for eCourtDate
Case Type		List of Case Types to filter hearings
Party Connection Type		List of Party Types that should be noticed
Days		Days into the future to find hearings (30 or less recommended)
Output Format	CSV Format	

***The Client ID is the OCA Court Identification Number for that court. It can be located on the TX Courts (OCA) website under District & County Court-Level Reporting <https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/counties-population-over-1-million-reporting-hb-1182/>. If a County has more than one court submitting, you must schedule one job per court.

Select Schedule

Fill in Start Date and Start time then select the rotating arrows in the blue Job Definition ribbon.

Add Job Schedule Entry

Job Definition

Job Definition **Enterprise Custom Reporting Job**

Description **Custom Report: Texas OCA Court Reminder**

Start Date Start Time

Comment

Save Exit



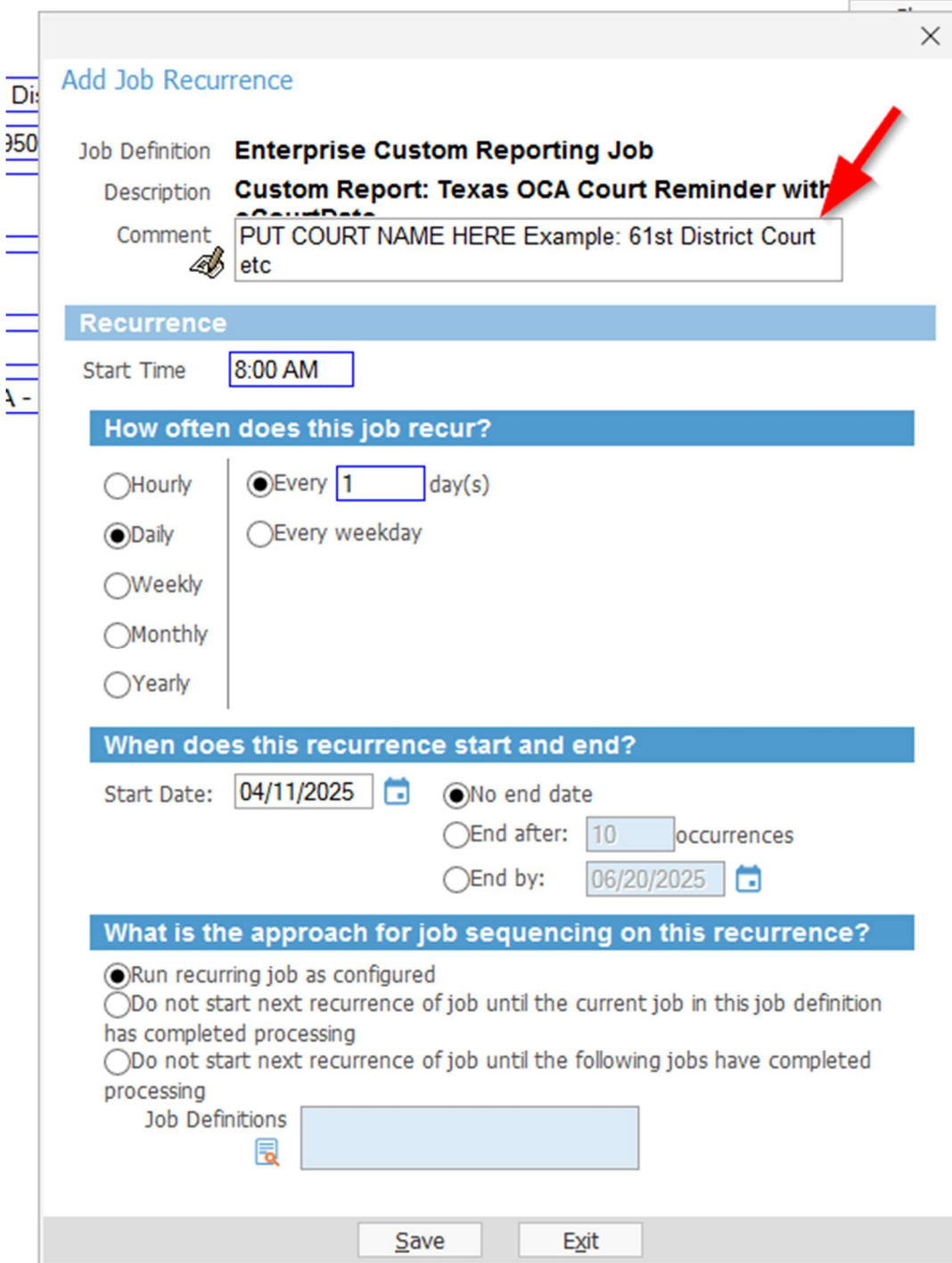
Update the Add Job Recurrence fields to fit the needs of the report.

Comment – identify the court (the description should match the node that was selected.)

Recurrence Start time.

How often does this job recur

When does this recurrence start and end?



Add Job Recurrence

Job Definition **Enterprise Custom Reporting Job**

Description **Custom Report: Texas OCA Court Reminder with**

Comment **PUT COURT NAME HERE Example: 61st District Court etc**

Recurrence

Start Time **8:00 AM**

How often does this job recur?

☐ Hourly ☒ Every **1** day(s)

☒ Daily ☐ Every weekday

☐ Weekly

☐ Monthly

☐ Yearly

When does this recurrence start and end?

Start Date: **04/11/2025** ☒ No end date

☐ End after: **10** occurrences

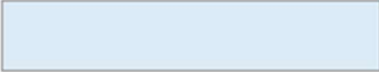
☐ End by: **06/20/2025**

What is the approach for job sequencing on this recurrence?

☒ Run recurring job as configured

☐ Do not start next recurrence of job until the current job in this job definition has completed processing

☐ Do not start next recurrence of job until the following jobs have completed processing

Job Definitions 

Save **Exit**

Click Save



Select Copy Job files to Directory.

In the Directory field add the extract path information you received from your CSAM.

If you are setting this up in TEST add \Test to path

If you are setting this up in PROD add \PROD to the path

Example: [\\odfile\odyssey-extracts-fs\TX\COURTNAME\eCourtDate\Test](#)
[\\odfile\odyssey-extracts-fs\TX\COURTNAME\eCourtDate\Prod](#)

St

Add Email Notification Recipients

To

Cc

Bcc

Comment

☐ Attach Any Files Generated by Job

☐ Attach Any Files Generated by Job and Keep Files in Job History

☒ Copy Job Files to Directory

Directory

Cancel Finish



- **ECR Monitor Report**

This report allows SaaS clients the ability to monitor the daily delivery of the “Texas OCA Court Reminder with eCourtDate”, in order to confirm it is completing successfully.

The report will generate and send an email base on the report status you want to monitor for a scheduled report.

Report Name Email Address Email Subject Contact Output Format	Texas OCA CourtReminder w x ReportAdmin@court.gov ECR Monitor Testing Administrator at352-245-0000 ☒ Monitor Completed ☒ Monitor Errors ☒ Monitor Not Found ☒ Monitor Currently Running PDF Format	Texas OCA Court Reminder with eCourtDate Notifications to Monitor
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- **Monitor Report Output Sample**

This is a sample view of the email that the court administrative user will get running the “ECR Monitor Report”

MSSQL - ZWTDOTXFANDB01ZSTODTXFANDB01-ZWTDOTXFANDB01_ZSTODTXFANDB01@mail.sqlalerts.tylertech.cloud>
 To: Admin, Report

Wed 2/5/2025 10:21 AM

ECR - Monitor for Texas OCA Court Reminder with eCourtDate

JobProcessID	ReportName	StartDate	Status	User	Message
0	Texas OCA Court Reminder with eCourtDate	2025-02-05T09:21:30.180			Report has not ran today.

This is an automated email and is not monitored, please do not reply. If you need assistance, please reach out directly to Administrator at352-245-0000.

