

**OFFICE OF COURT ADMINISTRATION
TEXAS JUDICIAL COUNCIL**



**OFFICIAL CONSTITUTIONAL COUNTY COURT
MONTHLY REPORT INSTRUCTIONS**

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LEGAL REQUIREMENTS

Section 71.035(b) of the Texas Government Code and Chapter 171 of the Texas Administrative Code require each county clerk to submit a monthly activity report concerning the criminal, civil, family law juvenile, probate, guardianship and mental health cases in the County Court. If the County Court does not have any judicial functions, the clerk should not submit a Constitutional County Court Report.

Reports must be submitted each month **no later than 20 days following the end of the month for which data are reported.**

Unless OCA grants a waiver for good cause, the clerk **must submit the reports by electronic means**—by entering or uploading the data directly into the Court Activity Reporting and Directory System (<http://card.txcourts.gov/>).

Counties with a waiver for electronic reporting may use the Official Constitutional County Court Monthly Report form or a printout from their case management system. Reports generated from a clerk's case management system should be an **exact replica** of the official monthly reporting form *B that is, all categories should follow the order on the monthly reporting form, no categories should added or omitted, and no data should appear in areas that are shaded on the form.* The maximum duration of a waiver is one year, but OCA may approve successive waivers.

Section 71.035(a) of the Government Code requires copies of the monthly reports to be maintained in the office of the county clerk for a period of **at least two years** and to be made available to the public for inspection and reproduction.

GENERAL INSTRUCTIONS

You must submit complete all sections of the report that are relevant to your court. **If your court has jurisdiction over a particular type of case, you must submit a report each month, even if your court had no activity.**

Include only that activity that occurred during the month for which you are submitting a report. If you need to make changes to the information for a previous month, you must submit an amended report. You should never adjust the current month's figures in an attempt to "fix" the information for previous months.

CRIMINAL SECTION

Definition of Criminal Cases

For the purpose of these reports, the number of criminal cases reported on this monthly reporting form is based on the number of defendants named in an information or complaint.

1. If a single information or complaint names more than one defendant, it is counted as more than one case. For instance, if three defendants are named in one information, count this as three cases.
2. If the same defendant is charged in more than one information, it is counted as more than one case. For instance, if the same person is named in four separate informations, count this as four cases.
3. Finally, if an information naming one defendant contains more than one count (Art. 21.24, C.C.P.), report this as one case under the category for the **most serious offense alleged**. If all counts are of the same degree, report the case under the category for the first offense alleged.

Criminal Case Type Categories

The monthly report provides eleven categories for the reporting of misdemeanor cases. A complete alphabetized listing of the Penal Code and reporting categories is included as an appendix to these instructions and should be used as a reference source in determining the specific category in which a particular case is to be reported.

All misdemeanor cases are to be reported in one of the categories below.

1. **D.W.I.—FIRST OFFENSE**: An offense under Section 49.04, Penal Code (Driving While Intoxicated).
2. **D.W.I.—SECOND OFFENSE**: A second offense of driving while intoxicated (Section 49.04, Penal Code) under Section 49.09, Penal Code (Enhanced Offenses and Penalties).
3. **THEFT**: A misdemeanor offense under Chapter 31 (Theft) of the Penal Code, **except** Section 31.06, or an offense under Penal Code Section 33A.04 (Theft of Telecommunications Service).
4. **THEFT BY CHECK OR SIMILAR SIGHT ORDER**: Any offense of theft or theft of service in which the defendant allegedly obtained property or secured performance of service by issuing or passing a check or similar sight order for the payment of money, when the issuer did not have sufficient funds in or on deposit with the bank or other drawee for the payment in full of the check or order as well as all other checks or orders then outstanding (Section 31.06, Penal Code). Also included are appeals of cases brought under Section 32.41, Penal Code (Issuance of Bad Checks).
5. **DRUG POSSESSION—MARIJUANA**: A misdemeanor offense under Section 481.120, Health and Safety Code (Delivery of Marihuana), Section 481.121, Health and Safety Code (Possession of Marihuana) or Section 481.134(f) (Drug Free Zones).
6. **DRUG OFFENSES—OTHER**: Any other misdemeanor offense for possession, manufacture, delivery, sale, or possession with intent to deliver or sell a drug or controlled substance under the Texas Controlled Substances Act (Ch. 481, Health and Safety Code), the Texas Dangerous Drug Act (Ch. 483, Health and Safety Code), or **Ch. 484 – Abusable Synthetic Substances** or Ch. 485, Abusable Volatile Chemicals, Health and Safety Code.
7. **FAMILY VIOLENCE ASSAULT**: A misdemeanor offense under Penal Code Section 22.01(a)(1) against a person whose relationship to the defendant is described by Section 71.0021(b), 71.003, or 71.005 of the Family Code.
8. **ASSAULT—OTHER**: Any other **misdemeanor** offense under Chapter 22 of the Penal Code.
9. **TRAFFIC**: Violations of the provisions of Title 7, Transportation Code and related statutes, **except** D.W.I., Section 49.04 (or Section 49.09 for a subsequent offense), Penal Code and Section 521.457, Transportation Code (Driving While License Invalid).
10. **D.W.L.S./D.W.L.I.**: An offense under Section 521.457, Transportation Code (Driving While License Invalid).
11. **OTHER MISDEMEANOR CASES**: A misdemeanor offense not clearly identifiable as belonging in one of the preceding categories.

NOTES: Cases involving preparatory offenses (criminal attempt, criminal conspiracy, criminal solicitation, and criminal solicitation of a minor) should be counted in the case category of the underlying offense (e.g., murder, assault, etc.).

For a list of DPS offenses codes classified by Judicial Council case categories, please see the spreadsheet posted at <http://www.txcourts.gov/judicial-data/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-court-reports.aspx>.

If the County Court has jurisdiction over criminal cases, a report *MUST* be submitted each month, whether or not any reportable activity occurred during the month.

This section of the monthly report is designed to collect information on misdemeanor case activity in the County Court. The **CRIMINAL SECTION** is divided into three subsections: Cases on Docket, Dispositions, Supplemental Information, and Additional Court Activity.

CASES ON DOCKET

Line 1. CASES PENDING FIRST OF MONTH

Report all misdemeanor cases previously filed but not disposed of at the beginning of the month.

These figures should be the same as those reported for **Cases Pending End of Month** (Lines 10a and 10b) on the prior month's report. The online data entry system automatically fills in this line with the numbers that were reported in the previous month.

DOCKET ADJUSTMENT: If the number of cases pending at the first of the month does not equal the number of cases pending at the end of the previous month, a docket adjustment must be entered manually into the report.

A *docket adjustment* is the difference between the number of cases pending at the end of the previous month and the number of cases pending at the beginning of the current month.

Example:

If the number of cases pending at the end of the month is **smaller** than the number pending at the beginning of the current month, enter a **positive** number in the appropriate blank. For example, if 10 DWI—First Offense cases were pending at the end of September but 12 were pending as of October 1, enter "2" ($10 + 2 = 12$) in the Docket Adjustment line under DWI—First Offense in the report for October.

If the number of cases pending at the end of the month is **larger** than the number pending at the beginning of the current month, enter a **negative** number in the appropriate blank. For example, if 10 DWI—Second Offense cases were pending at the end of September but 5 were pending as of October 1, enter "-5" ($10 - 5 = 5$) in the Docket Adjustment line under DWI—Second Offense in the report for October.

Monthly Report Entry					
Criminal	Hate Crimes	Civil	Juvenile	Probate	Mental
520020001, Andrews County, County Court: October 2010					
Report was Entered Successfully					
CASES ON DOCKET	D.W.I. - First Offense	D.W.I. - Second Offense	Theft	Theft by Check	Pos M
1. CASES PENDING FIRST OF MONTH	10	10	10	10	10
DOCKET ADJUSTMENTS	2	-5	10	0	0
CASES PENDING FIRST OF MONTH (Adjusted)	12	5	20	10	10
a. Active Cases	8	3	9	10	10
b. Inactive Cases	4	2	11	0	0
No Activity <input type="checkbox"/>					

CASES PENDING FIRST OF MONTH (Adjusted) (Sum of Lines 1a and 1b.)

Equals Line 1, plus or minus Docket Adjustments.

Line 1a. Active Cases

Report the number of cases that were active and awaiting disposition at the beginning of the month.

“Active cases” are those cases that the court has control over and are awaiting disposition.

Line 1b. Inactive Cases

Report the number of cases at the beginning of the month that had been classified as inactive.

(See Line 9—Placed on Inactive Status for definition of an inactive case.)

NO ACTIVITY BOX

If the County Court has criminal jurisdiction but there was no reportable activity during the month, check the **No Activity** box, enter your name at the end of the report, and press Submit.

The image shows a screenshot of a reporting form. An arrow points to the 'No Activity' checkbox, which is checked. The form includes the following sections:

CASES PENDING FIRST OF MONTH (Adjusted)	0	0	0
a. Active Cases	0	0	0
b. Inactive Cases	0	0	0
No Activity <input checked="" type="checkbox"/>			
2. NEW CASES FILED <i>(Include all new cases filed, including those that may also have been disposed this month.)</i>			
3. CASES APPEALED FROM LOWER COURTS			
4. MOTIONS TO REVOKE PROBATION/COMMUNITY			

Line 2. NEW CASES FILED DURING MONTH

Report the number of new misdemeanor cases filed for each case category. Include all new cases filed this month, even if they were disposed of this month.

NOTE: Only include complaints originally brought in the county-level court (Class A or B misdemeanors). Do not include any other types of cases defined in **All Other Cases Added** below.

Line 3. CASES APPEALED FROM LOWER COURTS

Report all Class C misdemeanors docketed in your court(s) during the month that have been appealed from justice and municipal courts. Report appeals under the relevant case category (theft by check, traffic, etc.).

Line 4. MOTIONS TO REVOKE PROBATION/COMMUNITY SUPERVISION OR DEFERRED ADJUDICATION FILED

Report the number of cases that had previously been reported disposed but have been restored to the court's pending caseload due to the filing of a **motion to revoke, modify, extend, or continue probation/community supervision or deferred adjudication**. Also include cases in which the defendant did not comply with pre-trial diversion program requirements.

NOTES:

- *Report all relevant motions filed during the month, even if they were also disposed of this month.*
- *If possible, report the motion under the case category for which the defendant was ultimately found guilty or placed on probation, community supervision, or deferred adjudication.*

Line 5. CASES REACTIVATED

Report the number of cases that had previously been placed in an inactive pending status, but for which further court proceedings and activities can now be resumed so that the case can proceed to disposition.

This category includes:

- Cases in which the defendant was apprehended or otherwise became available for court proceedings; and
- Cases in which the proceedings were suspended due to a question of mental illness or mental retardation:
 - That were reactivated after an examination for determining unfitness to proceed;
 - That were reactivated after the court or a jury decided that the defendant was not committable for temporary or extended mental health services; or
 - That were reactivated after the defendant's completion of temporary or extended inpatient mental health treatment.

NOTES:

- *Reactivated cases are reported under the same offense reported when the original case was filed.*
- *A case should be reactivated on the date the warrant is executed or the date of the defendant's first hearing. (Clerks should use the event for which they have the best information.)*
- *Reactivated cases are reported even if they were also disposed during the month.*

Line 6. ALL OTHER CASES ADDED

Report all other cases added that do not fall in to the categories above. These may include:

- Indictments reduced to misdemeanors;
- Cases in which a motion for new trial has been granted (an order for a new trial is issued);
- Cases transferred from a county court at law or district court in the same county;
- Cases transferred from another county on change of venue;
- Reinstated cases; and
- Cases remanded for new trial from appellate courts (an order to reinstate is received or a mandate is received that remands the case to the trial court for further proceedings).

Motions for new trial and notices of appeals are not counted.

NOTES:

- *These cases are reported even if they were also disposed during the month.*
- *Do **not** include competency hearings, which should be reported on Line 23, **Competency Hearings Held in the CRIMINAL SECTION—ADDITIONAL COURT ACTIVITY**. For the purpose of this report, a competency hearing is treated as a separate case from the original criminal case and is **not** reported as a disposition of the original criminal case.*
- *Do **not** include cases in which community supervision/probation is being transferred from another county. These cases are counted (on Line 4) only if a motion to revoke, modify, etc. is filed in the case.*

Line 7. TOTAL CASES ON DOCKET

The sum of active cases pending at the beginning of the month; new cases filed; cases appealed from lower courts; motions to revoke probation, community supervision or deferred adjudication filed; cases reactivated; and all other cases added equals **Total Cases on Docket**.

$$\text{Lines 1a} + 2 + 3 + 4 + 5 + 6 = 7$$

Line 8. TOTAL CASES DISPOSED

Report the total number of cases disposed during the month. The figures reported on this line should be the same as the Total Cases Disposed entered on Line 18 of the Dispositions section.

Line 9. PLACED ON INACTIVE STATUS

Report the number of cases placed in an inactive pending status because further court proceedings and activities cannot be resumed until an event restores the case to the court's active pending caseload.

This category includes:

- Cases in which a directive to apprehend or warrant of arrest has been issued;
- Cases in which a defendant is being held elsewhere on federal charges;
- Cases stayed due to a question of mental illness or mental retardation;
- Cases stayed while a defendant undergoes temporary or extended inpatient mental health treatment; and
- Cases in which the defendant is otherwise unavailable for adjudication.

Line 10. CASES PENDING END OF MONTH (*Sum of Lines 10a and 10b.*)

Line 10a. Active Cases

Report the number of cases that were active and awaiting disposition at the end of the month.

$$\text{Line 7 minus the sum of Lines 8 \& 9} = \text{Line 10a}$$

Line 10b. Inactive Cases

Report the number of cases at the end of the month that were classified as inactive.

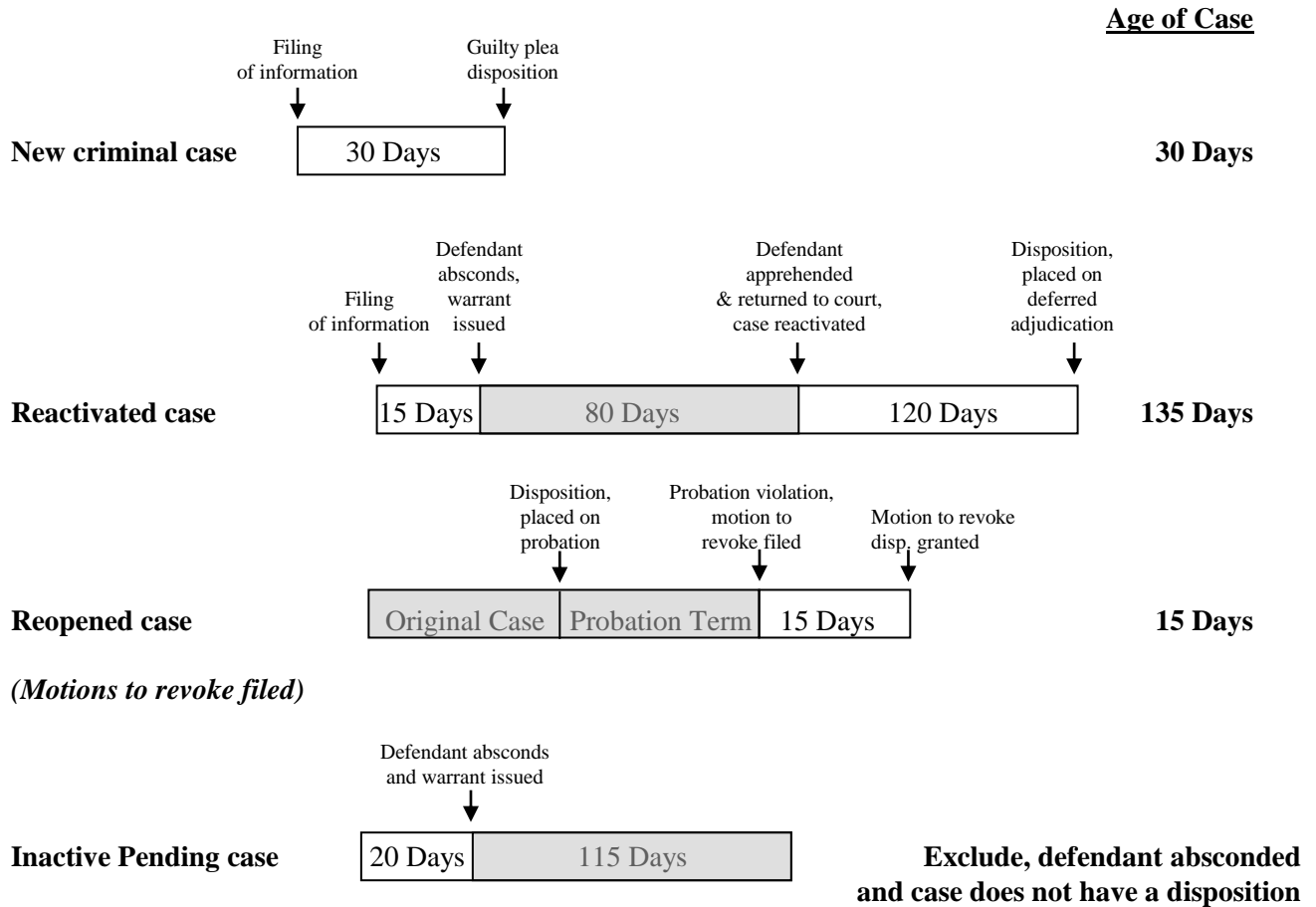
Line 1b minus Line 5 plus Line 9 = Line 10b

Line 11. AGE OF CASES DISPOSED

Report the length of time the cases that were disposed of during the month had been on the docket as an *active case*. The total number of cases reported **MUST match the total number of dispositions reported in Line 8**.

Calculate this time span from the date the case or motion was filed in the court through the date on which it was disposed. **Any time that the case was placed in an inactive status is NOT included in this calculation.**

Below are examples of how the time is calculated.



NOTES:

- For reactivated cases, the date of reactivation is the first date that the respondent appears in court after being apprehended.
- For reopened cases (motions to revoke), the date of reopening is the date the motion reopening the case (e.g., motion to revoke, etc.) is filed.
- For inactive cases, the date of inactivation is the date that an arrest warrant is issued.

DISPOSITIONS

Under the appropriate case category, report the number of misdemeanor cases disposed during the reporting period. **Report only one disposition per filing counted.**

The disposition of a case (even when it is for a lesser offense) **should be reported in the same case category as the original charge.**

Line 12. CONVICTIONS

Report a case disposed by conviction in the **month in which the sentence is assessed.**

Line 12a. Guilty Plea or Nolo Contendere

Report the number of cases in which the defendant pled guilty or nolo contendere. Include cases in which the defendant pled guilty or nolo contendere after the start of a trial.

Line 12b. By the Court

Report the number of cases in which the defendant pled not guilty and was tried and found guilty by the judge.

Line 12c. By the Jury

Report the number of cases in which the defendant pled not guilty and was tried and **found guilty by a jury** (whether or not the sentence was imposed by the jury or the judge).

Line 13. PLACED ON DEFERRED ADJUDICATION, PROBATION, COMMUNITY SUPERVISION OR PRETRIAL DIVERSION

Report the number of cases in which the defendant was placed on deferred adjudication, probation, community supervision or pre-trial diversion. These cases should be reported **at the time the defendant is first placed on deferred adjudication, probation, community supervision or a pre-trial diversion/intervention program.**

NOTE: Do **not** include cases in which a motion to revoke was filed, the motion was denied, and deferred adjudication/probation/community supervision, etc. was continued. These cases are reported on Line 16b, *Motions to Revoke Denied/Probation Continued.*

Line 14. ACQUITTALS

Line 14a. By the Court

Report the number of cases in which the defendant was found not guilty by the judge.

Line 14b. By the Jury

Report the number of cases in which the defendant was found not guilty by the jury.

Line 15. DISMISSALS

Report all cases disposed by dismissal, including, but not limited to, cases dismissed due to reasons such as:

- insufficient evidence;
- defendant was convicted in another case;
- Speedy Trial Act limitations were not met;
- case was dismissed in order to be refiled;
- defendant was unapprehended;
- defendant was granted immunity for testimony;
- a combination of reasons; and
- unknown or unspecified reasons.

Do not include dismissals following completion of deferred adjudication, probation, community supervision, or a pre-trial intervention/diversion program, as these cases should already have been reported as disposed of at the time deferred adjudication or probation was granted. The only way these cases would be counted again on the report is when there is a motion to revoke filed. A hearing for these matters should be counted under **Cases Set for Review** in the Additional Court Activity Section.

Line 16. MOTIONS TO REVOKE PROBATION/COMMUNITY SUPERVISION OR DEFERRED ADJUDICATION

a. Granted/Revoked

Report the number of cases in which a motion to revoke probation/community supervision or deferred adjudication was granted and the **probation/community supervision or deferred adjudication was revoked**. Include cases in which deferred adjudication was revoked and the defendant was placed on probation.

b. Denied/Continued

Report cases in which a motion to revoke probation/community supervision or deferred adjudication is denied or held in abeyance, or **probation/community supervision or deferred adjudication is continued, modified, or extended**.

Note: Report the disposition of a motion to appear in either Line 15a or 15b depending on the outcome.

Line 17. ALL OTHER DISPOSITIONS

Report all dispositions not clearly identifiable in any of the preceding categories, including:

- transfers to a county court at law or district court in the same county;
- transfers on change of venue to a court in another county;
- orders placing a defendant's supervision in abeyance; and
- admissions of unadjudicated offense (Penal Code, Sec. 12.45).

Line 18. TOTAL CASES DISPOSED

Enter the sum of Lines 12 through 17 under each category. These totals should be the same as those reported on Line 8, *Total Cases Disposed*.

SUPPLEMENTAL INFORMATION

Line 19. SENTENCING INFORMATION

For the cases reported as convictions in Lines 12 a through c, indicate the number of cases in which the defendants were:

- a. Committed Directly to Local Jail**
- b. Sentenced to Probation/Community Supervision with or without Jail as a Condition**
- c. Fined Only**
- d. Other**

NOTES:

- *Each case should be reported in the same case category as the original charge.*
- *Report only 1 sentence per case disposed by conviction.*
- *Report the sentence that the defendant was given, not what the defendant actually served.*

ADDITIONAL COURT ACTIVITY

Report any of the activity below that occurred during the month in misdemeanor cases, regardless of whether cases were actually disposed during the month.

Line 20. CASES IN WHICH JURY WAS SELECTED

Report the number of cases in which a jury panel was selected.

Line 21. CASES IN WHICH MISTRIAL DECLARED

Report the number of cases in which a mistrial was declared.

Line 22. MOTION TO SUPPRESS HEARINGS HELD

Report the number of motions to suppress that were granted or denied. These motions should be counted whether they were part of a regular trial or were addressed with a separate hearing.

Line 23. COMPETENCY HEARINGS HELD

Report the number of competency hearings held pursuant to Chapter 46B, Code of Criminal Procedure. The hearing should be counted on the date the judge signs the order of commitment or release on bail (if the defendant is found to be incompetent for trial), or the date the judge or a jury decides that the defendant is competent for trial.

Line 24. CASES SET FOR REVIEW

Report the number of criminal cases in which an initial judgment has been entered, or in which the defendant is participating in a diversion program, that **were set during the month for a regularly scheduled review** involving a hearing before a judicial officer.

Examples include:

- regularly scheduled status hearings in drug courts, mental health courts, DUI courts, family violence courts, etc.;
- compliance hearings in other courts to monitor whether defendants are paying costs and satisfying other conditions; and
- judicial summons on community supervision.

Line 25. CASES WHERE ATTORNEY APPOINTED AS COUNSEL

Report the number of criminal cases in which an attorney was appointed by the court.

A case is counted when the information is filed. If the attorney was appointed before the information was filed, count the appointment of the attorney when the information is filed.

NOTES:

- In criminal cases, an application for indigency and order of appointment must be filed in order for an attorney to be appointed to the case.
- Report each case in which an attorney was appointed by the court **regardless** of whether a trial was held.
- Report the case only in the **month in which the appointment was made**.
- **Do not report more than one appointment of an attorney to the same case.**

Line 26. CASES WITH RETAINED COUNSEL

Report the number of cases in which the defendant had retained counsel **at the time of the disposition** of the case.

LEGAL REQUIREMENTS

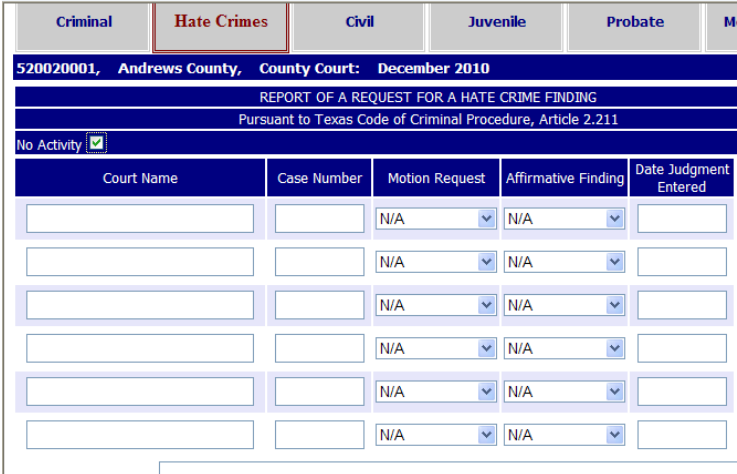
Article 2.211 of the Code of Criminal Procedure provides that a report must be filed by the district or county clerk for each case in which a request is made for an affirmative finding under Article 42.014, Finding that Offense was Committed Because of Bias or Prejudice, Code of Criminal Procedure, along with a statement as to whether the request was granted by the court and, if so, whether the affirmative finding was entered in the judgment in the case.

The report must be submitted to the Texas Judicial Council (Office of Court Administration) no later than the 30th day after the date the judgment was entered in the case.

INSTRUCTIONS

NO ACTIVITY BOX

If the County Court has criminal jurisdiction but there was no reportable activity during the month, check the **No Activity** box, enter your name at the end of the report, and press Submit.



Criminal	Hate Crimes	Civil	Juvenile	Probate	Mei
520020001, Andrews County, County Court: December 2010					
REPORT OF A REQUEST FOR A HATE CRIME FINDING					
Pursuant to Texas Code of Criminal Procedure, Article 2.211					
No Activity <input checked="" type="checkbox"/>					
Court Name	Case Number	Motion Request	Affirmative Finding	Date Judgment Entered	
		N/A	N/A		
		N/A	N/A		
		N/A	N/A		
		N/A	N/A		
		N/A	N/A		
		N/A	N/A		

If a request for a hate crime finding was made:

- Line 1.** Enter the name of the court that heard and ruled on the motion for an affirmative finding (e.g., 1st District Court).
- Line 2.** Enter the case number.
- Line 3.** Indicate whether the motion was granted, denied, or withdrawn.
- Line 4.** Indicate whether an affirmative finding was entered in the judgment of the case.
- Line 5.** Enter the date the judgment was entered in the case.

CIVIL SECTION

Definition of Civil Cases

A civil case does not depend on the number of persons or causes of action involved. For the purpose of these reports, a single civil case is counted and reported when:

1. An original petition is filed (no matter how many parties or causes of action are involved), or
2. Some other case is filed.

Civil Case Type Categories

1. **INJURY OR DAMAGE—MOTOR VEHICLE:** All cases for damages associated in any way with a motor vehicle (automobile, truck, motorcycle, etc.), with or without accompanying personal injury. Examples include personal injury, property damage, and wrongful death cases that involve motor vehicles.
2. **OTHER INJURY OR DAMAGE:** All other cases alleging an injury or wrong committed against a person, their reputation, or their property by a party who either did something that he was obligated not to do or failed to do something that he was obligated to do. Examples include damages on premises, "slip-and-fall" cases, construction damages, assault, battery, animal attack, vandalism, slander/libel/defamation, malicious prosecution, and false imprisonment.
3. **REAL PROPERTY:** Cases involving disputes over the ownership, use, boundaries, or value of real property.
4. **CONTRACT—CONSUMER/COMMERCIAL/DEBT:** Cases involving a buyer of goods or services bringing a suit against the seller for failure either to deliver said goods or services or to honor a warranty as promised in an expressed or implied contract. Also, cases involving a seller of goods or services bringing a suit against a buyer for failure to pay for said goods or services as promised in an expressed or implied contract (debt collection). Examples include agreements, breach of contract, contracts, notes, sworn accounts, debts, and assignment of creditors.
5. **CONTRACT—LANDLORD/TENANT:** Cases alleging a breach of contract (lease) between a landlord and tenant, including unlawful detainer.
6. **OTHER CONTRACT:** All other cases involving a dispute over an agreement, express or implied, between two parties. Examples include employment cases (including discrimination, retaliation, termination, and other employment cases), fraud, mortgage foreclosures, home owners' association disputes, etc.
7. **CIVIL CASES RELATING TO CRIMINAL MATTERS:** All civil cases associated with criminal matters, including bond forfeiture, nondisclosure, occupational license, seizure and forfeiture, contempt (in criminal cases only), and writ of habeas corpus (in criminal cases only) cases. Include petitions for relief from a firearms disability related to a criminal case (Sec. 574.088, Health and Safety Code).
8. **ALL OTHER CIVIL CASES:** All other civil cases not clearly identifiable as belonging in one of the preceding categories. Include petitions for relief from a firearms disability related to an involuntary mental health commitment case (Sec. 574.088, Health and Safety Code) or guardianship case (Sec. 1202.201, Estates Code).

If the County Court has jurisdiction over civil cases, a report MUST be submitted each month, whether or not any reportable activity occurred during the month.

This section of the monthly report is designed to report information concerning the civil case activity of the constitutional county courts. The **CIVIL SECTION** is divided into three subsections: Cases on Docket, Dispositions, and Additional Court Activity.

CASES ON DOCKET

Line 1. CASES PENDING FIRST OF MONTH

Report all civil cases previously filed but not disposed of at the beginning of the month.

These figures should be the same as those reported for **Cases Pending End of Month** (Lines 9a and 9b) on the prior month's report. The online data entry system automatically fills in this line with the numbers that were reported in the previous month.

DOCKET ADJUSTMENT: If the number of cases pending at the first of the month does not equal the number of cases pending at the end of the previous month, a docket adjustment must be entered manually into the report.

A *docket adjustment* is the difference between the number of cases pending at the end of the previous month and the number of cases pending at the beginning of the current month.

Example:

If the number of cases pending at the end of the month is **smaller** than the number pending at the beginning of the current month, enter a **positive** number in the appropriate blank. For example, if 4 Injury or Damage—Motor Vehicle cases were pending at the end of September but 5 were pending as of October 1, enter "1" (4 + 1 = 5) in the Docket Adjustment line under Injury or Damage—Motor Vehicle in the report for October.

If the number of cases pending at the end of the month is **larger** than the number pending at the beginning of the current month, enter a **negative** number in the appropriate blank. For example, if 4 Injury or Damage—Other than Motor Vehicle cases were pending at the end of September but 3 were pending as of October 1, enter "-1" (4 - 1 = 3) in the Docket Adjustment line under Injury or Damage—Other than Motor Vehicle in the report for October.

CASES ON DOCKET	Injury or Damage		Real Property	C Co
	Motor Vehicle	Other Injury or Damage		
1. CASES PENDING FIRST OF MONTH <i>(Should equal total cases pending end of previous month.)</i>	4	4	4	4
DOCKET ADJUSTMENTS	1	-1	-4	
CASES PENDING FIRST OF MONTH (Adjusted)	5	3	0	4
a. Active Cases	5	3	0	4
b. Inactive Cases	0	0	0	0

CASES PENDING FIRST OF MONTH (Adjusted) (Sum of Lines 1a and 1b.)

Equals Line 1, plus or minus Docket Adjustments.

Line 1a. Active Cases

Report the number of cases that were active and awaiting disposition at the beginning of the month.

“Active cases” are those cases that the court has control over and are awaiting disposition.

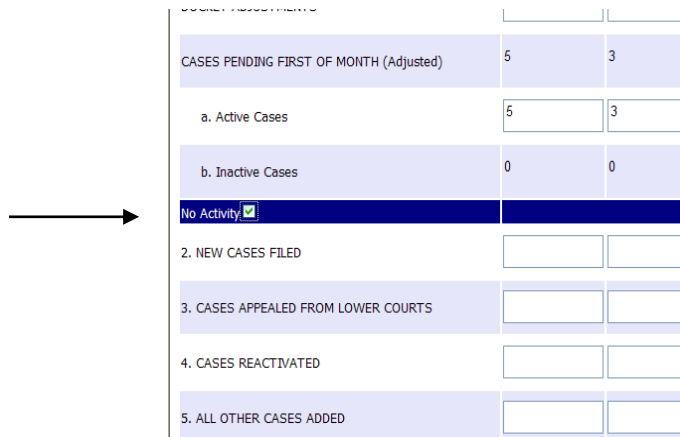
Line 1b. Inactive Cases

Report the number of cases at the beginning of the month that had been classified as inactive.

(See Line 8—Placed on Inactive Status for definition of an inactive case.)

NO ACTIVITY BOX

If the County Court has civil jurisdiction but there was no reportable activity during the month, check the **No Activity** box, enter your name at the end of the report, and press Submit.



The image shows a screenshot of a reporting form. An arrow points to the 'No Activity' checkbox, which is checked. The form includes the following sections:

CASES PENDING FIRST OF MONTH (Adjusted)	5	3
a. Active Cases	5	3
b. Inactive Cases	0	0
No Activity <input checked="" type="checkbox"/>		
2. NEW CASES FILED		
3. CASES APPEALED FROM LOWER COURTS		
4. CASES REACTIVATED		
5. ALL OTHER CASES ADDED		

Line 2. NEW CASES FILED DURING THE MONTH

Report the total number of original petitions filed during the month. Include all new cases, including those that also may have been disposed of during the month. **Do not report the filing of amended or supplemental petitions.**

Line 3. CASES APPEALED FROM LOWER COURTS

Report the number of cases appealed from lower courts that were filed during the month. Report appeals under the relevant case category (landlord/tenant, consumer/commercial/debt, etc.)

Line 4. CASES REACTIVATED

Report the number of cases that **had previously been placed in an inactive pending status**, but for which further court proceedings and activities can now be resumed so that the case can proceed to disposition.

Examples include:

- Reinstated cases;
- Cases returned from arbitration;
- Cases in which a bankruptcy stay has been lifted;
- Cases in which there is a substitution of parties after suggestion of death;
- Cases removed from a “hold for judgment/settlement” status if a motion for rehearing or new trial is granted or if the case is returned to active status for a hearing or trial due to a breach of the settlement agreement; and
- Cases removed from abatement for any other reason.

NOTES:

- A case should be “reactivated” only if it was put in some sort of an inactive status (abated, bankruptcy stay, etc.). A case that was previously disposed of but is being restored to the active docket is considered “reopened” and should be reported in **All Other Cases Added** line.
- Reactivated cases are reported under the same case category reported when the original petition

or motion was filed.

- *Reactivated cases are reported even if they were also disposed during the month.*

Line 5. ALL OTHER CASES ADDED

Report the number of cases added to the docket in a manner other than the filing of a new, original case. These are cases that are “reopened.”

Include cases in which:

- (1) a motion for new trial is granted in a case that had previously been reported as disposed of (an order for a new trial is issued);
- (2) a case is transferred from another county on change of venue;
- (3) a case is transferred from a district court or county court at law in the same county;
- (4) a case that had previously been reported as disposed of is remanded from a higher court (an order to reinstate is received or a mandate is received that remands the case to the trial court for further proceedings);
- (5) a severance is ordered which splits one case into two or more cases;
- (6) a writ of garnishment is docketed;
- (7) a bill of review is docketed;
- (8) a petition for writ of sequestration is filed;
- (9) a petition for declaratory judgment is filed;
- (10) a motion for a turnover order is filed; and
- (11) a case involves similar matters that are not reported elsewhere.

The following are types of pre-trial motions that are **not** to be included:

- (1) motions to dismiss;
- (2) motions for continuance;
- (3) motions for change of venue;
- (4) motions for production of documents;
- (5) motions for appointment of master, receiver, etc.;
- (6) motions for substitution or withdrawal of counsel;
- (7) motions to recuse judge;
- (8) motions for substituted service;
- (9) motions to take judicial notice of law of other state;
- (10) motions for severance;
- (11) motions to consolidate; and
- (12) motions for separate trials.

Motions for new trial and notices of appeals are not counted.

NOTES:

- *These cases are reported under the same case category reported when the original petition or motion was filed.*
- *These cases are reported even if they were also disposed during the month.*

Line 6. TOTAL CASES ON DOCKET

To calculate the **Total Cases on Docket**, add the active cases pending at the beginning of the month, new cases filed, cases appealed from lower courts, reactivated cases, and all other cases added.

Lines 1a + 2 + 3 + 4 + 5 = Line 6

NOTES:

- Many of the cases that were filed during this reporting period may also have been disposed of in the same month. These cases are still included here.
- This line will calculate automatically if you are submitting your report online.

Line 7. TOTAL CASES DISPOSED

Report the total number of cases disposed during the month. The figures reported on this line should be the same as the Total Dispositions entered on Line 21 of the Dispositions Section.

Line 8. CASES PLACED ON INACTIVE STATUS

Report the number of cases placed in an inactive pending status because further court proceedings and activities cannot be resumed until an event restores the case to the court's active pending caseload.

This category includes, but is not limited to:

- Cases ordered to arbitration (in which there are **no further proceedings** in the court until the case is returned from arbitration);
- Cases in which a notice or suggestion of bankruptcy is filed;
- Cases delayed due to the Soldiers' & Sailors' Civil Relief Act;
- Cases in which a suggestion of death is filed;
- Reinstated cases that were classified as inactive and had not yet been disposed of;
- Cases placed in "hold for judgment/settlement" status—cases in which the issues have been resolved but the proceedings are "on hold" pending settlement to be completed or final judgment to be signed; and
- All other cases ordered abated by a judge.

Line 9. CASES PENDING END OF MONTH (*Sum of Lines 9a and 9b.*)

Line 9a. Active Cases

Report the number of cases that were active and awaiting disposition at the end of the month.

Line 6 minus the sum of Lines 7 & 8 = Line 9a

Line 9b. Inactive Cases

Report the number of cases at the end of the month that were classified as inactive.

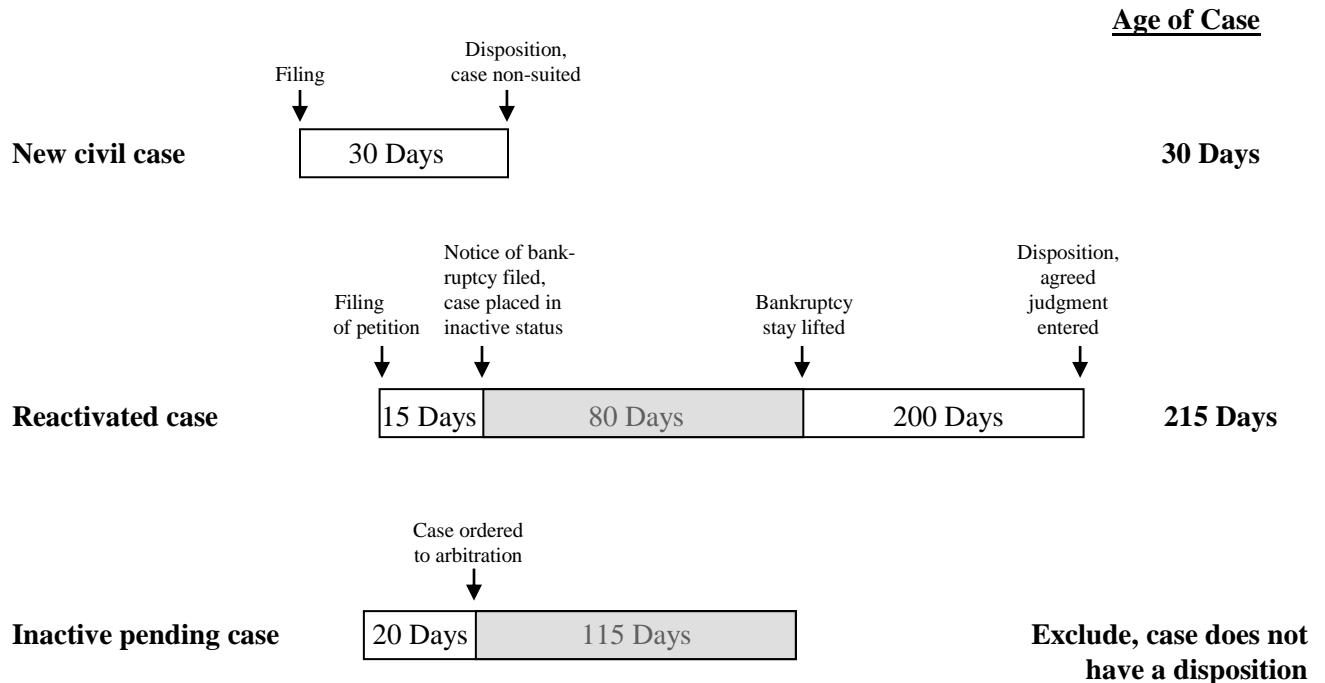
Line 1b minus Line 4 plus Line 8 = Line 9b

Line 10. AGE OF CASES DISPOSED

Report the length of time the cases that were disposed of during the month had been on the docket as an *active case*. **The total number of cases reported MUST match the total number of dispositions reported in Line 7.**

Calculate this time span from the date the petition or motion was filed in the court through the date on which it was disposed. **Any time that the case was placed in an inactive status is NOT included in this calculation.**

Below are examples of how the time is calculated.



DISPOSITIONS

In this section, report the number of civil cases disposed during the month under the appropriate case category. A civil case is considered **disposed when a final judgment has been entered**, even if the case is eventually appealed.

Report only one disposition per filing counted. Report dispositions in the same case category under which the cases were filed. Choose the most appropriate disposition classification (Lines 11-20).

Line 11. CHANGE OF VENUE TRANSFERS

Report the number of cases transferred:

- To a district court in the county;
- To a county court at law in the county; or
- To another county on change of venue.

Line 12. DEFAULT JUDGMENTS

Report the number of cases in which the judgment was reached by default—the defendant, though served, failed to appear and answer, and judgment by default was granted in favor of the plaintiff.

Line 13. AGREED JUDGMENTS

Report cases in which the court entered a judgment based upon the mutual agreement of the parties involved in the suit.

Line 14. SUMMARY JUDGMENTS DISPOSING OF CASES

Report here cases in which **all** issues were disposed of by summary judgment. **Do not report partial summary judgments**, which dispose of only a portion of a case, as dispositions.

Line 15. FINAL JUDGMENTS AFTER NON-JURY TRIAL

Report cases in which the decision was reached after a trial or hearing by the judge, without a jury.

Line 16. FINAL JUDGMENTS BY JURY VERDICTS

Report the number of judgments entered after trial based on the verdict of a jury.

Line 17. FINAL JUDGMENTS BY DIRECTED VERDICTS OR JUDGMENT N.O.V.

Report cases in which a judgment was reached after a jury trial by a directed verdict by the court. Also include here any judgments notwithstanding the verdict (JNOV or “Non Obstante Veredicto”).

Line 18. CASES DISMISSED FOR WANT OF PROSECUTION

Report cases dismissed because the plaintiff or petitioner did not appear or otherwise made no effort to pursue his case.

Line 19. CASES NON-SUITED OR CASES DISMISSED BY PLAINTIFF

Report cases in which a dismissal was entered at the request of the plaintiff or petitioner. Also include cases dismissed by agreement of both parties.

Line 20. ALL OTHER DISPOSITIONS

Report those events which remove a case from the docket, but are not clearly identifiable as any of the preceding types of dispositions.

Line 21. TOTAL CASES DISPOSED

Report the sums of Lines 11 through 20 under the appropriate categories.

$$\text{Lines 11 + 12 + 13 + 14 + 15 + 16 + 17 + 18 + 19 + 20 = Line 21}$$

ADDITIONAL COURT ACTIVITY

This part of the **CIVIL SECTION** is designed to report information on court activity that occurred during the month, regardless of whether the case was disposed of during the same month.

Line 22. CASES IN WHICH JURY WAS SELECTED

Report the number of cases in which a jury panel was selected.

Line 23. CASES IN WHICH MISTRIAL DECLARED

Report the number of cases in which a mistrial was declared.

Line 24. INJUNCTION OR SHOW CAUSE ORDER ISSUED

Report the number of injunctions (including temporary restraining orders) or show cause orders issued in a case **before entry of original judgment**.

Line 25. PROTECTIVE ORDERS SIGNED

Report the number of protective orders signed in any case, including temporary ex parte orders signed.

Do **not** include extensions of temporary ex parte orders.

Line 26. CASES IN WHICH PLAINTIFF/PETITIONER REPRESENTED SELF

Report the number of civil cases in which the plaintiff/petitioner indicated that he/she was representing himself/herself without an attorney at the time of filing of the original petition.

In a case with multiple plaintiffs/petitioners, report the case only if the plaintiff/petitioner who completed the Case Information Sheet filed with the original petition indicated he or she was self-represented (*pro se*).

JUVENILE SECTION

Definition of Juvenile Cases

The number of juvenile cases reported on this monthly reporting form is based on the number of respondents named in a petition for adjudication of a child alleged to have engaged in delinquent conduct or conduct indicating a need for supervision (C.I.N.S.), as governed by Title 3 of the Texas Family Code.

1. If the same respondent is charged in more than one petition, there is more than one case. For instance, if the same child is named in four petitions, count this as four cases.
2. If a petition contains more than one count, report this as one case under the category for the **most serious offense alleged**.

Texas Family Code, Section 51.02 generally defines a *child* as a person who:

1. is 10 years of age or older and under 17 years of age; or
2. is 17 years of age or older and under 18 years of age who is alleged or found to have engaged in delinquent conduct or conduct indicating a need for supervision as a result of acts committed before reaching age 17.

Juvenile Case Type Categories

All juvenile cases are to be reported on the monthly report in one of the following categories:

1. **Conduct indicating a need for supervision (C.I.N.S.)** (Texas Family Code, Sec. 51.03(b)) is conduct, other than a traffic offense, that constitutes:
 - a. the violation of a state penal law of the grade of misdemeanor punishable by fine only;
 - b. the violation of a penal ordinance of any political subdivision of the state;
 - ~~e. truancy;~~
 - d. running away from home;
 - e. inhaling paint, glue, or certain other chemicals;
 - f. the violation of a school district's previously communicated written standards of student conduct for which the child has been expelled;
 - g. the violation of a child at-risk court order issued under Section 264.305 of the Family Code;
 - h. conduct described by Section 43.02(a)(1) or (2) or (b), Penal Code (prostitution);
 - i. violation of Penal Code Sec. 43.261 (electronic transmission of certain visual material depicting minor); or
 - ~~j. failure to attend school under Section 25.094 of the Education Code (only applies to counties with a population of less than 100,000).~~
2. **Delinquent conduct** (Texas Family Code, Sec. 51.03(a)) is conduct that violates:
 - a. a state or federal penal law (other than a traffic offense) punishable by imprisonment or confinement in jail;
 - b. a lawful order of a court under circumstances that would constitute contempt of that court in 1) a justice or municipal court; or 2) a county court for conduct punishable only by a fine; or 3) a truancy court.
 - c. Section 49.04, 49.05, 49.06, 49.07, or 49.08 of the Penal Code; or
 - d. Section 106.041 of the Alcoholic Beverage Code, relating to driving under the influence of alcohol by a minor (third or subsequent offense).

Delinquent conduct cases should be reported in one of the following categories:

- 1) **CAPITAL MURDER:** An offense under Penal Code Section 19.03 (Capital Murder).
- 2) **MURDER:** An offense under Penal Code Section 19.02 (Murder).
- 3) **OTHER HOMICIDES:** An offense under Penal Code Section 19.04 (Manslaughter), 19.05 (Criminally Negligent Homicide), or 49.08 (Intoxication Manslaughter).
- 4) **AGGRAVATED ASSAULT OR ATTEMPTED MURDER:** A **felony** offense under Penal Code Section 22.01 (Assault), 22.04 (Injury to a Child, Elderly Individual, or Disabled Individual), 22.05 (Deadly Conduct), 22.07 (Terroristic Threat), or 22.08 (Aiding Suicide); an offense under Penal Code Section 22.015 (Coercing, Soliciting or Inducing Gang Membership), 22.02 (Aggravated Assault), 22.041 (Abandoning or Endangering Child), 22.09 (Tampering with Consumer Product), or 22.11 (Harassment by Persons in Certain Correctional Facilities; Harassment of Public Servant); or an offense of attempt (as defined in Section 15.01) to commit: Murder (19.02) or Capital Murder (19.03).
- 5) **ASSAULT:** A **misdemeanor** offense under Chapter 22 of the Penal Code.
- 6) **INDECENCY WITH A CHILD OR SEXUAL ASSAULT:** An offense under Penal Code Section 21.11 (Indecency with a Child); or an offense under Penal Code Section 22.011 (Sexual Assault) or 22.021 (Aggravated Sexual Assault) regardless of whether the victim is a child (younger than 17 years) or an adult.
- 7) **AGGRAVATED ROBBERY OR ROBBERY:** An offense under Penal Code Section 29.02 (Robbery) or 29.03 (Aggravated Robbery).
- 8) **BURGLARY:** An offense under Penal Code Section 30.02 (Burglary), 30.03 (Burglary of Coin-Operated or Coin Collection Machines), or 30.04 (Burglary of Vehicles).

- 9) **THEFT:** An offense under Chapter 31 (Theft) of the Penal Code, **except** when the property involved is a motor vehicle; an offense under Penal Code Section 32.31 (Credit Card Abuse or Debit Card Abuse); or an offense under Penal Code Section 33A.04 (Theft of Telecommunications Service).
- 10) **AUTOMOBILE THEFT:** An offense under Penal Code Section 31.03 (Theft) if the property involved is a motor vehicle, or an offense under Section 31.07 (Unauthorized Use of a Vehicle).
- 11) **FELONY DRUG OFFENSES:** A **felony** offense for possession, manufacture, delivery, sale, or possession with intent to deliver or sell a drug or controlled substance under the Texas Controlled Substances Act (Ch. 481, Health and Safety Code), the Texas Dangerous Drug Act (Ch. 483, Health and Safety Code).
- 12) **MISDEMEANOR DRUG OFFENSES:** A **misdemeanor** offense for possession, manufacture, delivery, sale, or possession with intent to deliver or sell a drug or controlled substance under the Texas Controlled Substances Act (Ch. 481, Health and Safety Code), the Texas Dangerous Drug Act (Ch. 483, Health and Safety Code), or Ch. 485, Abusable Volatile Chemicals, Health and Safety Code.
- 13) **D.W.I.:** An offense under Penal Code Section 49.04 (Driving While Intoxicated), 49.045 (Driving While Intoxicated with Child Passenger), or 49.09 (Enhanced Offenses and Penalties). Also include an offense under Penal Code Section 49.07 (Intoxication Assault) when the case involves a motor vehicle.
- 14) **CONTEMPT OF COURT:** A lawful order of a court under circumstances that would constitute contempt of that court in A) a justice, ~~or~~ municipal, **or truancy** court; or B) a county court for conduct punishable only by a fine.
- 15) **ALL OTHER OFFENSES:** An offense not clearly identifiable as belonging in one of the preceding categories.

This section of the monthly report is designed to capture court activity involving **Title 3 of the Texas Family Code**. Do not report other Family Code matters typically handled by the juvenile court in this section. For instance:

- Suits affecting the parent-child relationship filed by the Texas Department of Protective and Regulatory Services alleging child abuse or neglect and seeking temporary managing conservatorship and/or termination of parental rights are not reported here. These cases are reported, at the time they are filed, in the Family Section as **New Cases Filed During Month** under the category of **Child Protection**.
- Motions to modify or similar *show cause* type motions filed after the entry of original judgment in a Protective and Regulatory Services case are reported in the Family Section under the **Child Protection** category as **All Other Cases Added**.
- Similarly, matters involving Titles 1, 2, or 4 of the Family Code are reported in the **Family Section**.

*If the County Court has jurisdiction over juvenile cases, a report **MUST** be submitted each month, whether or not any reportable activity occurred during the month.*

The **JUVENILE SECTION** is divided into four subsections: Cases on Docket, Adjudications, Dispositions, and Additional Court Activity.

CASES ON DOCKET

Lines 1a through 10b. TOTAL FELONY DELINQUENT CONDUCT CASES AND TOTAL MISDEMEANOR DELINQUENT CONDUCT CASES

For lines in this section, indicate the total number of cases that involved a felony offense and the total number of cases that involved a misdemeanor offense.

If a petition contains more than one count, report this as one case under the category for the **most serious offense alleged**.

Line 1. CASES PENDING FIRST OF MONTH

Report all juvenile cases previously filed but not disposed of at the beginning of the month.

These figures should be the same as those reported for **Cases Pending End of Month** (Lines 10a and 10b) on the prior month's report. The online data entry system automatically fills in this line with the numbers that were reported in the previous month.

DOCKET ADJUSTMENT: If the number of cases pending at the first of the month does not equal the number of cases pending at the end of the previous month, a docket adjustment must be entered manually into the report.

A *docket adjustment* is the difference between the number of cases pending at the end of the previous month and the number of cases pending at the beginning of the current month.

Example:

If the number of cases pending at the end of the month is **smaller** than the number pending at the beginning of the current month, enter a **positive** number in the appropriate blank. For example, if 58 CINS cases were pending at the end of April but 59 were pending as of May 1, enter "1" ($58 + 1 = 59$) in the Docket Adjustment line under CINS in the report for May.

If the number of cases pending at the end of the month is **larger** than the number pending at the beginning of the current month, enter a **negative** number in the appropriate blank. For example, if 57 capital murder cases were pending at the end of April but 55 were pending as of May 1, enter "-2" ($57 - 2 = 55$) in the Docket Adjustment line under Capital Murder in the report for May.

Monthly Report Entry								
CASES ON DOCKET	C.I.N.S.	Capital Murder	Murder	Other Homicides	Agg. Assault or Attempted Murder	Assault	Indecency with or Sexual Assault of a Child	Aggravated Robbery or Robbery
1. CASES PENDING FIRST OF MONTH <i>(Should equal cases pending end of previous month. Sum of Lines 1a and 1b.)</i>	58	57	58	60	56	59	58	57
DOCKET ADJUSTMENTS	1	-2	1	0	0	5	0	0
CASES PENDING FIRST OF MONTH (Adjusted)	59	55	59	60	56	64	58	57
a. Active Cases	50	52	57	59	55	58	57	56
b. Inactive Cases	9	3	2	1	1	6	1	1
No Activity <input type="checkbox"/>								

CASES PENDING FIRST OF MONTH (Adjusted) (Sum of Lines 1a and 1b.)

Equals Line 1, plus or minus Docket Adjustments.

Line 1a. Active Cases

Report the number of cases that were active and awaiting disposition at the beginning of the month.

“Active cases” are those cases that the court has control over and are awaiting disposition.

Line 1b. Inactive Cases

Report the number of cases at the beginning of the month that had been classified as inactive.

(See Line 9—Placed on Inactive Status for definition of an inactive case.)

NO ACTIVITY BOX

If the County Court has juvenile jurisdiction but there was no reportable activity during the month, check the **No Activity** box, enter your name at the end of the report, and press Submit.

The screenshot shows a web-based form titled "Monthly Report Entry". It contains several rows of data entry fields. The "DOCKET ADJUSTMENTS" row has seven empty text boxes. The "CASES PENDING FIRST OF MONTH (Adjusted)" row has seven text boxes containing the values 859, 859, 940, 862, 8058, 861, and 140. Below this are two rows for "a. Active Cases" and "b. Inactive Cases", each with seven text boxes containing values: Active Cases (803, 811, 891, 811, 8011, 802, 91) and Inactive Cases (56, 48, 49, 51, 47, 59, 49). A blue bar with the text "No Activity" and a checked checkbox is highlighted, with an arrow pointing to it from the left. Below this are rows for "2. NEW PETITIONS FOR ADJUDICATION FILED" and "3. NEW PETITIONS/ MOTIONS FILED FOR TRANSFER", both with empty text boxes.

Category	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7
DOCKET ADJUSTMENTS							
CASES PENDING FIRST OF MONTH (Adjusted)	859	859	940	862	8058	861	140
a. Active Cases	803	811	891	811	8011	802	91
b. Inactive Cases	56	48	49	51	47	59	49
No Activity	<input checked="" type="checkbox"/>						
2. NEW PETITIONS FOR ADJUDICATION FILED							
3. NEW PETITIONS/ MOTIONS FILED FOR TRANSFER							

Line 2. NEW PETITIONS FOR ADJUDICATION FILED

Report the number of new petitions (new cases) filed for adjudication of delinquent conduct or conduct indicating a need for supervision, even if they were also disposed of during the month.

If a petition contains more than one count, report this as one case under the category for the **most serious offense alleged**.

NOTE: Do not include detention hearings, which are reported on Line 24 of Additional Court Activity.

Line 3. NEW PETITIONS/MOTIONS FILED FOR TRANSFER TO ADULT CRIMINAL COURT

Report the number of petitions or motions filed for transfer of a child to a regular criminal court for trial as an adult (defined in Texas Family Code, Section 54.02).

Line 4. MOTIONS TO MODIFY, ENFORCE OR PROCEED FILED

Report the number of cases that had previously been reported adjudicated or disposed but have been restored to the court's pending caseload due to the filing of a request to modify or enforce the existing disposition or, in cases of deferred prosecutions or adjudications, to proceed with the original case. Include:

- Any motions to modify disposition in a child's case filed pursuant to Family Code Section 54.05. This includes motions for:
 - Amending the conditions of probation;
 - Extending the probation term beyond the initial period;
 - Changing the probation placement of the child; and
 - Revoking probation to commit the child to the Texas Juvenile Justice Department;
- Referrals for release from the Texas Juvenile Justice Department and placement on parole (Section 54.11, Family Code);
- Referrals for transfer from the Texas Juvenile Justice Department to the institutional division of the Texas Department of Criminal Justice (Section 54.11, Family Code);
- Motions for placement on adult determinate sentence probation (Section 54.051, Family Code); and
- Cases reopened due to termination of deferred prosecution:
 - Cases in which a child violated his or her conditions of informal probation and the prosecutor has decided to proceed with prosecuting the original case; or
 - Cases in which the child and his/her parent or guardian terminate the deferred prosecution and petition the court for a hearing in the case.

NOTES:

- *Report the case under the case category of the charge for which the juvenile was ultimately found to have engaged in delinquent conduct or conduct indicating a need for supervision. For example, if the charge was a felony at the time of the filing of the original petition but the juvenile was ultimately charged with a misdemeanor offense, a motion to modify, enforce, or proceed should be counted under the misdemeanor category that the juvenile was ultimately charged with.*
- *These reopened cases are reported even if they were also adjudicated or heard during the month.*

Line 5. CASES REACTIVATED

Report the number of cases that had previously been placed in an inactive pending status, but for which further court proceedings and activities can now be resumed so that the case can proceed to adjudication or disposition.

This category includes:

- Cases in which the respondent was apprehended or otherwise became available for court proceedings;
- Cases in which the proceedings were suspended due to a question of mental illness or mental retardation:
 - That were reactivated after an examination for determining unfitness to proceed;
 - That were reactivated after the court or a jury decided that the child was not committable for temporary or extended mental health services; or
 - That were reactivated after the child's completion of temporary or extended inpatient mental health treatment; and
- Cases in which the respondent was otherwise unavailable for adjudication.

NOTES:

- *Reactivated cases are reported under the same offense reported when the original petition was filed.*
- *A case should be reactivated on the date the warrant is executed or the date of the respondent's first hearing. (Clerks should use the event for which they have the best information.)*
- *Reactivated cases are reported even if they were also adjudicated during the month.*

Line 6. ALL OTHER CASES ADDED

Report all other cases or motions filed that do not fall in to the categories above. These may include:

- Cases transferred from a county court at law or district court in the same county;
- Cases transferred from other counties on change of venue;
- Cases remanded from appellate courts (an order to reinstate is received or a mandate is received that remands the case to the trial court for further proceedings); and
- Cases in which a motion for new trial has been granted (an order for a new trial is issued).

Motions for new trial and notices of appeals are not counted.

- *These cases are reported under the same case category reported when the original petition or motion was filed.*
- *These cases are reported even if they were also disposed during the month.*
- *Do **not** include competency hearings, which should be reported on Line 26, **Chapter 55 Proceedings Held (Competency Hearings)**. For the purpose of this report, a competency hearing is treated as a separate case from the original juvenile case and is **not** reported as a disposition of the original juvenile case.*
- *Do **not** include cases in which probation is being transferred from another county. These cases are counted (on Line 4) only if a motion to modify, enforce, etc. is filed in the case.*

Line 7. TOTAL CASES ON DOCKET

The sum of active cases pending at the beginning of the month, new petitions for adjudication filed; new petitions or motions filed during the month for transfer to adult criminal court; motions to modify, enforce or proceed that reopened a case; reactivated cases; and all other cases reaching docket equals **Total Cases on Docket.**

$$\text{Lines 1a} + 2 + 3 + 4 + 5 + 6 = 7$$

Line 8. TOTAL CASES ADJUDICATED

Report the total number of cases adjudicated or motions heard during the month. The figures reported on this line should be the same as the Total Cases Adjudicated entered on Line 19 of the Adjudication Section.

Whenever a new juvenile case is adjudicated, the finding and the disposition (if relevant) must always be reported in the same category as the filing of the original petition, even if the prosecutor later reduced the charges, or the juvenile was found to have engaged in delinquent conduct or CINS for a lesser offense.

Line 9. PLACED ON INACTIVE STATUS

Report the number of cases placed in an inactive pending status because further court proceedings and activities cannot be resumed until an event restores the case to the court's active pending caseload.

This category includes:

- Cases in which a *directive to apprehend* or *warrant of arrest* has been issued;
- Cases stayed due to a question of mental illness or mental retardation;
- Cases stayed while a respondent undergoes temporary or extended inpatient mental health treatment; and
- Cases in which the respondent is otherwise unavailable for adjudication.

Do not include orders of detention.

Line 10. CASES PENDING END OF MONTH (*Sum of Lines 10a and 10b.*)

Line 10a. Active Cases

Report the number of cases that were active and awaiting disposition at the end of the month.

$$\text{Line 7 minus the sum of Line 8 \& Line 9} = \text{Line 10a}$$

Line 10b. Inactive Cases

Report the number of cases at the end of the month that were classified as inactive.

$$\text{Line 1b minus Line 5 plus Line 9} = \text{Line 10b}$$

Line 11. AGE OF CASES ADJUDICATED

Report the length of time the cases reported in Lines 12 through 18 had been on the docket as *active cases*. **The total number of cases here MUST match the total number of cases reported in Lines 8 and 19.**

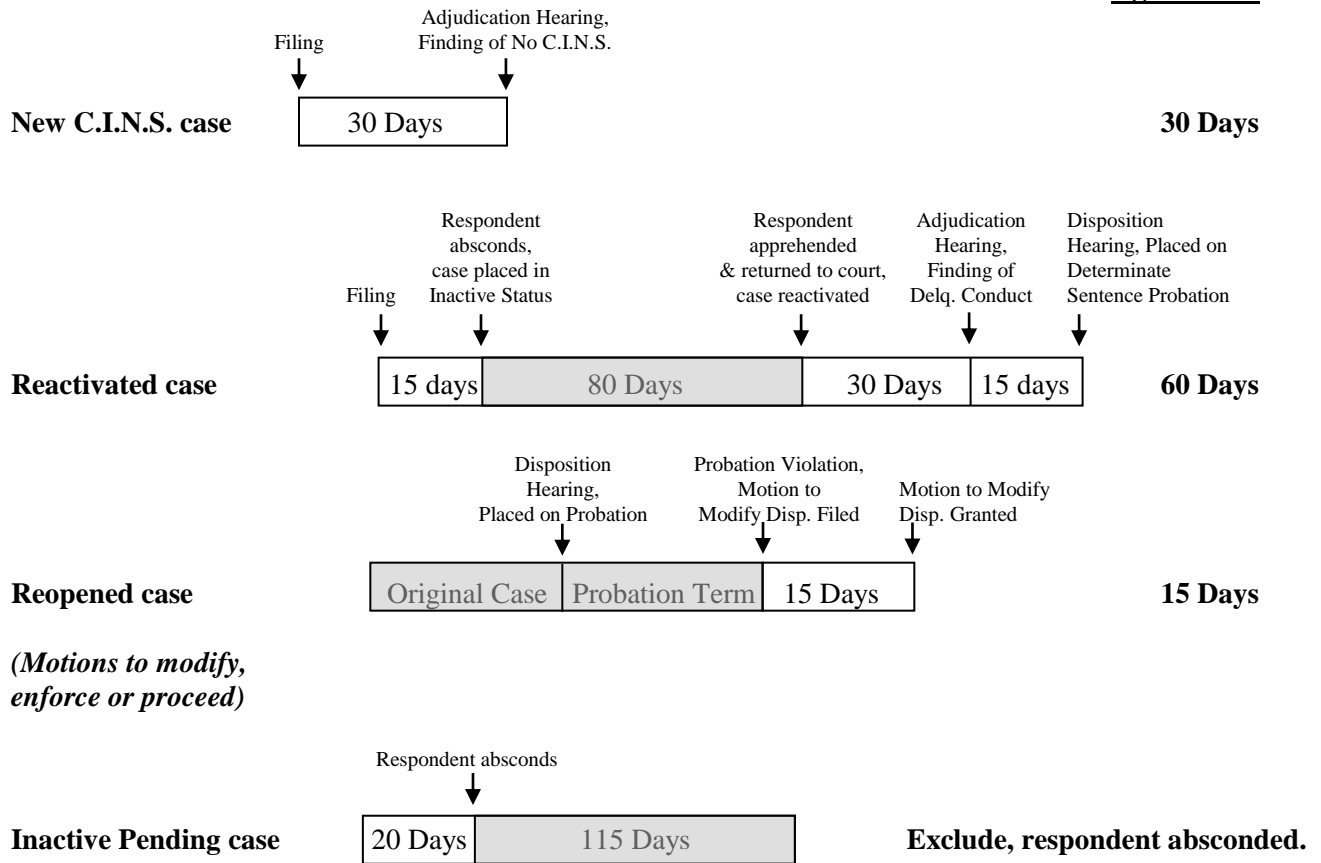
Calculate this time span from the **date the petition or motion was filed in the court through the date on which it was adjudicated**, except in cases where a finding of delinquent conduct or C.I.N.S. is made.

In cases involving a finding of delinquent conduct or C.I.N.S., calculate the time span from the date the petition was filed through the date of the disposition hearing (required by Section 54.04, Family Code).

Any time that the case was placed in an inactive status is **NOT** included in this calculation.

Below are examples of how the time is calculated.

Age of Case



NOTES:

- For reactivated cases, the date of reactivation is the first date that the respondent appears in court after being apprehended.
- For reopened cases (motions to modify, enforce or proceed), the date of reopening is the date the motion reopening the case (e.g., motion to modify disposition, etc.) is filed.
- For inactive cases, the date of inactivation is the date that a directive to apprehend (“arrest warrant”) is issued.
- Report a deferred prosecution as a disposition at the time the respondent is first placed on the deferral.

ADJUDICATIONS

NOTE: Whenever a new juvenile case is adjudicated, the finding and the disposition (if relevant) must always be reported in the same category as the filing of the original petition, even if the prosecutor later reduced the charges, or the juvenile was found to have engaged in delinquent conduct or CINS for a lesser offense.

Line 12. FINDINGS OF DELINQUENT CONDUCT OR C.I.N.S.

Under the appropriate offense, report the number of cases in which a final judgment has been entered following an **adjudication hearing** (defined in Family Code, Section 54.03) in Lines 12a through 12c. **Report these cases in the same month in which the case is disposed by a disposition hearing (defined in Family Code, Section 54.04).**

Line 12a. Plea of True

Report the number of cases in which the respondent entered a plea of true.

Line 12b. By the Court

Report the number of cases in which the court made a finding of delinquent conduct or C.I.N.S.

Line 12c. By the Jury

Report the number of cases in which the jury made a finding of delinquent conduct or C.I.N.S.

Line 13. DEFERRED PROSECUTION OR ADJUDICATION

Report the number of cases in which:

- the respondent was placed on informal probation and prosecution of his/her case was deferred; or
- adjudication was withheld pending completion of a specialized court program (i.e., drug court program, teen dating violence court program (Family Code, Section 54.0325)).

Report these cases at the time the respondent is first placed on informal probation or on a specialized court program.

Line 14. TRANSFERRED TO ADULT CRIMINAL COURT

Report the number of cases in which the respondent was certified for transfer to criminal court for trial as an adult (Section 54.02, Family Code).

Line 15. FINDINGS OF NO DELINQUENT CONDUCT OR NO C.I.N.S.

Under the appropriate offense, report the number of cases in which a final judgment has been entered following an **adjudication hearing** (defined in Family Code, Section 54.03) in Lines 15a and b.

Line 15a. By the Court

Report the number of cases in which the court made a finding of no delinquent conduct or no C.I.N.S.

Line 15b. By the Jury

Report the number of cases in which the jury made a finding of no delinquent conduct or no C.I.N.S.

Line 16. DISMISSALS

Report the number of cases dismissed, including cases non-suited, dismissed without any adjudication, for insufficient evidence, for further investigation, the respondent was over 18 years of age, or the case was refiled. Include motions to modify disposition that were dismissed or non-suited.

Line 17. MOTIONS TO MODIFY DISPOSITION

Under the appropriate offense, report the number of motions to modify disposition in Lines 17a and 17b that were heard during the month.

Line 17a. Denied

Report the number of motions to modify disposition that were denied by the court.

Line 17b. Granted

Report the number of motions to modify disposition granted by the court, including orders:

- Revoking a child's probation and sending him/her to the Texas Juvenile Justice Department;
- Granting transfer of a juvenile from the Texas Juvenile Justice Department to the Texas Department of Criminal Justice;
- Granting transfer to adult determinate sentence probation;
- Amending conditions of probation;
- Extending the probation term beyond an initial period;
- Terminating probation early; and
- Changing the probation placement of the child.

Line 18. ALL OTHER ADJUDICATIONS/FINDINGS

Report all other cases adjudicated or motions heard during the month that do not fall in to the categories above, such as:

- cases transferred to another county;
- cases transferred to a county court at law or district court in the same county; and
- administratively closing a case because a juvenile has aged out of the juvenile system and nothing further will be filed in the case.

Line 19. TOTAL CASES ADJUDICATED

Report the total number of cases adjudicated or motions heard during the month (the sum of Lines 12 through 18). The figures reported on this line should be the same as the Total Cases Adjudicated entered on Line 8 of the Cases on Docket Section.

DISPOSITIONS

Line 20. DISPOSITION OF CASES WITH FINDINGS OF DELINQUENT CONDUCT OR C.I.N.S.

Under the appropriate offense, indicate the outcomes of the disposition hearings (defined in Family Code Section 54.04) involving the cases that were reported adjudicated in Line 12.

Probation Granted

Line 20.A.1 Determinate Sentence Probation

Report the number of cases in which the respondent was placed on determinate sentence probation (Family Code, Section 54.04(q)).

Line 20.A.2 All Other Probation

Report the number of cases in which the respondent was placed on any other type of probation. Include cases where the respondent pleaded true as a juvenile but served adult probation.

Child Committed to Texas Juvenile Justice Department or a Post-Adjudication Secure Correctional Facility

Line 20.B.1 Determinate Sentence

Report the number of cases in which the respondent was committed to the Texas Juvenile Justice Department or a post-adjudication secure correctional facility for a determinate sentence (Section 54.04(d)(3), Family Code).

Line 20.B.2 Indeterminate Sentence

Report the number of cases in which the respondent was committed to the Texas Juvenile Justice Department or a post-adjudication secure correctional facility for an indeterminate sentence (Section 54.04(d)(2), Family Code).

Final Judgment Without Any Disposition

Line 20.C Final Judgment Without Any Disposition

Report only those cases in which the court's final judgment states that the judgment is ***without any disposition*** (as provided by Family Code, Section 54.04(c)). If the judgment does not say that it is ***without any disposition***, check the judgment more closely to determine the placement of the child.

Line 21. DISPOSITION OF CASES IN WHICH MOTION TO MODIFY DISPOSITION WAS GRANTED

Indicate the outcome of cases in which disposition was modified (reported in Line 17b) after a hearing to modify disposition (defined in Family Code Section 54.05).

Line 21.A Probation Revoked, Child Sent to the Texas Juvenile Justice Department or a Post-Adjudication Secure Correctional Facility

Report the number of motions to modify disposition granted by the court that revoked a child's probation and sent him/her to the Texas Juvenile Justice Department or a post-adjudication secure correctional facility.

Line 21.B All Other Dispositions

Report all other motions to modify disposition granted by the court, including orders:

- Amending conditions of probation;
- Extending the probation term beyond an initial period;
- Terminating probation early; and
- Changing the probation placement of the child.

ADDITIONAL COURT ACTIVITY

Line 22. GRAND JURY APPROVALS (DETERMINATE SENTENCE PROCEEDINGS)

Report the number of cases in which the prosecutor has referred a petition to a grand jury for approval during the month for determinate sentence proceedings (Section 51.031 or 53.045, Family Code).

Line 23. RELEASE OR TRANSFER HEARINGS HELD (DETERMINATE SENTENCE PROCEEDINGS)

Report the number of hearings held pursuant to Section 54.11, Family Code concerning: 1) a referral for the transfer of a person committed to the Texas Juvenile Justice Department to the institutional division of the Texas Department of Criminal Justice or 2) a request from the Texas Juvenile Justice Department for approval of the release under supervision of a person committed to the commission.

Line 24. DETENTION HEARINGS CONDUCTED

Report the number of detention hearings held during the month. Count all detention hearings held, whether they were held before or after a petition was filed or after a juvenile was placed on probation.

Do not include waivers of hearings.

Line 25. CASES SET FOR REVIEW

Report the number of juvenile cases in which an initial judgment has been entered that **were set during the month for a regularly scheduled review** involving a hearing before a judicial officer.

Examples include regularly scheduled status hearings in drug courts, mental health courts, DUI courts, family violence courts, etc.

Line 26. CHAPTER 55 PROCEEDINGS HELD (COMPETENCY HEARINGS)

Report the number of proceedings held under Chapter 55 of the Texas Family Code. These proceedings may include:

- Motions for mental illness determination (Section 55.11, Family Code);
- Motions for unfitness to proceed determination (Section 55.31, Family Code);
- Motions for an examination for mental illness or mental retardation to determine lack of responsibility for conduct (Section 55.51(b), Family Code);
- Initiation of commitment proceedings (Section 55.12, Family Code);
- Mental health commitment proceedings (Section 55.13, Family Code);
- Fitness to proceed hearings (Section 55.32, Family Code);
- Restoration hearings (Section 55.43, Family Code); and
- Transfers to criminal court on 18th birthday of child (Section 55.44, Family Code).

Line 27. MOTIONS TO SUPPRESS HEARINGS HELD

Report the number of motions to suppress that were granted or denied.

Line 28. APPLICATIONS FOR SEALING RECORDS FILED

Report the number of applications **filed** for sealing of juvenile records under Section 58.003, Family Code.

NOTES:

- **Do not** include cases in which the juvenile’s record is sealed as part of the disposition of the criminal case.
- **Do not** count these applications in the Cases on Docket or Dispositions sections of the Juvenile report. The filing and disposition should be counted in the Civil Cases Related to Criminal Matters of the Civil report.

Line 29. MOTIONS FOR SEX OFFENDER UNREGISTRATION OR DEREGISTRATION FILED

Report the number of petition or motions filed for exemption from sex offender registration under Section 62.301, Code of Criminal Procedure (“unregistration”), Section 62.353, Code of Criminal Procedure (“deregistration”), or Section 62.354, Code of Criminal Procedure (out-of-state adjudication). Also include motions filed for exemption from (or deferral of) sex offender registration under Section 62.351, Code of Criminal Procedure, if the motion is filed after disposition of the case.

NOTE: Do not count these motions in the Cases on Docket or Dispositions sections of the Juvenile report. The filing and disposition should be counted in the Civil Cases Related to Criminal Matters of the Civil report.

Line 30. CASES IN WHICH ATTORNEY APPOINTED AS COUNSEL

Report the number of cases in which an attorney was appointed by the court.

NOTES:

- In juvenile cases, an application for indigency and an order of appointment must be filed in order for an attorney to be appointed to the case.
- Report each case in which an attorney was appointed by the court regardless of whether an adjudication hearing was held.
- Report the case only in the **month in which the appointment was made.**
- **Do not report more than one appointment of an attorney to the same case.**

Line 31. CASES WITH RETAINED COUNSEL

Report the number of cases in which the respondent had retained counsel **at the time of the disposition** of the case.

PROBATE AND GUARDIANSHIP SECTION

Definition of Probate and Guardianship Cases

For the purpose of this report, the number of probate and guardianship cases reported is based on the number of proceedings filed or heard each month. **DO NOT INCLUDE amended, corrected or supplemental pleadings.**

Probate and Guardianship Case Type Categories

1. **INDEPENDENT ADMINISTRATION:** A proceeding to probate a will and for issuance of letters testamentary under Section 401.001 of the Estates Code, or an estate opened under any of the following sections:
 - Estates Code Sec. 401.002(a), where the will does not provide for an independent administration;
 - Estates Code Sec. 401.002(b), where no named independent executor is living or available to serve; or
 - Estates Code Sec. 401.003(b), where all parties agree to have an independent administration in an intestate situation.
2. **DEPENDENT ADMINISTRATION:** An estate opened under Estates Code Ch. 301. These estate cases require court monitoring. Also include applications to appoint a temporary administrator.
3. **ALL OTHER ESTATE PROCEEDINGS:** Other proceedings involving the handling or transfer of property by reason of the death of an individual.
4. **GUARDIANSHIP:** Cases involving the establishment of, or a controversy over, the relation existing between a person (guardian) lawfully invested with the power and charged with the duty of taking care of the rights of a minor or adult (ward) who is considered by the court as incapable of caring for himself/herself. Report the case under **GUARDIANSHIP—MINOR** or **GUARDIANSHIP—ADULT**, depending on the age of the proposed ward.
5. **ALL OTHER CASES:** All other cases not clearly identifiable as belonging in one of the preceding categories.

<i>Independent Administration</i>	<i>Dependent Administration</i>	<i>All Other Estate Proceedings</i>	<i>Guardianship - Minor</i>	<i>Guardianship - Adult</i>	<i>All Other Cases</i>
Probate will and issue letters testamentary (Sec. 401.001)	Appt of dependent administrator	Muniment of title (Ch. 257)	Appt guardian for person only (minor)	Appt guardian for person only (adult)	Application for mineral lease
Independent administration (Sec. 401.002(a))	Appt of dependent administrator with will annexed	Sale of minor's property without guardianship (Ch. 1351, Subchap. A)	Appt guardian for estate only (minor)	Appt guardian for estate only (adult)	Contracts of minors (Ch. 1356)
Independent administration with will annexed (Sec. 401.002(b))	Probate will, dependent executor	Payment of claims w/o administration for minor or incapacitated person (Ch. 1355)	Appt of guardian for person and estate (minor)	Appt of guardian for person and estate (adult)	Delayed birth or death certificate
Independent administration (Sec. 401.003(b))	Appt of dependent administrator with determination of heirship	Determination heirship w/o administration (Ch. 202)	Appt temp guardian for person only (minor) (Ch. 1251)	Appt temp guardian for person only (adult) (Ch. 1251)	Mortgage of minor's interest in residence homestead (Ch. 1352)
Appt of independent administrator w/ determination of heirship	Appt of temporary administrator	Small estates (Ch. 205)	Appt temp guardian for estate only (minor) (Ch. 1251)	Appt temp guardian for estate only (adult)	Receivership, minor or incapacitated (Ch. 1354)
		Complaint to produce will (Sec. 252.201)	Appt of temp guardian for person and estate (minor)	Appt of temp guardian for person and estate (adult) (Ch. 1251)	Relief from firearms disability related to guardianship case
		Probate of foreign will (Ch. 501, 502)	Appt of guardian for minor ward to receive government funds (Sec. 1151.251)	Appt of guardian for adult ward to receive government funds (Sec. 1151.251)	Trusts
		Order to examine documents or open safe deposit box (Ch. 151)	Interstate guardianship (minor) (Ch. 1253)	Interstate guardianship (adult) (Ch. 1253)	
		Emergency intervention (Ch. 152)	Management trust (minor) (Ch. 1301)	Management trust (adult) (Ch. 1301)	
		Order to access intestate's financial account information (Ch. 153)	Nonresident ward (minor) (Ch. 1252)	Nonresident ward (adult) (Ch. 1252)	
			Sale of ward's property without guardianship of estate but with guardianship of person (minor) (Ch. 1351, Subchap. B)	Incapacitated spouse (Ch. 1353)	
				Sale of ward's property without guardianship of estate (adult) (Ch. 1351, Subchap. B)	

If the county court at law has jurisdiction over probate cases, a report MUST be submitted each month, whether or not any reportable activity occurred during the month.

The **PROBATE AND GUARDIANSHIP** section of the monthly report is designed to collect information on probate and guardianship case activity in the county-level courts. This section is divided into two subsections: Cases on Docket and Additional Information.

CASES ON DOCKET

NO ACTIVITY BOX

If the county court at law has probate jurisdiction but there was no reportable activity during the month, check the **No Activity** box, enter your name at the end of the report, and press Submit.

520020001, Andrews County, County Court: January 2011

CASES ON DOCKET

No Activity

1. NEW CASES, APPLICATIONS OR WILL/GUARDIANSHIP CONTESTS FILED

2. OTHER CASES ADDED

a. Ancillary Cases

b. All Other Matters

Line 1. NEW CASES OR APPLICATIONS FILED

Report the number of cases in which an original petition or application was filed during the month to 1) establish a **new, separate case** or 2) to **contest a will or guardianship** in an already existing case (*see definitions below*).

NOTES:

1. *Definition of will contests:* All cases associated in any way with a will or trust, including challenges concerning the validity of the will or trust or the appointment of a personal representative (executor or administrator) and declaratory judgment actions involving a decedent's estate or a trust.
2. *Definition of guardianship contests:* All cases associated in any way with a guardianship, including challenges concerning the capacity of the proposed ward, the need for a full guardianship, the availability of a less restrictive alternative, or the qualifications of a guardian (whether of the person or estate or both) and declaratory judgment actions involving the proposed ward.
3. If any other petition, application or other matter, is filed within an already established case, do **not** count it as a new case; such cases or matters are reported in Line 2, Other Cases Added.
4. If an application for guardianship is filed as a result of Chapter 1102 proceedings, count the application as a new case.

Line 2. OTHER CASES ADDED

a. Ancillary Cases

Report the number of **cases** filed involving contested matters **that bear no direct relationship to the administration of the probate estate and that would have the possibility of becoming an independently-tried lawsuit.** These cases are filed within an already existing case under a sub-case or ancillary cause number (e.g., 123456-A). Such matters may include:

- **Fiduciary breaches:** All cases challenging the activities of a fiduciary in a probate or guardianship matter. A fiduciary includes (but is not limited to) executors, administrators, trustees, guardians, agents and under powers of attorney. This would include all actions involving bonds and sureties.
- **Debt/claims cases:** All cases seeking to recover on or enforce the terms of a certain and express agreement, usually for the purpose of recovering a specific sum of money or for actions involving real property.
- **Family law matters:** All cases involving family law matters, such as divorces, child custody, or paternity actions.
- **Personal injury:** All cases for damages associated in any way with personal injury, property damage, or wrongful death and survival cases.
- **Other cases:** All other contested civil cases not clearly identifiable as belonging in one of the preceding categories.

b. All Other Matters

Report the number of other matters added to the docket **in a manner other than the filing of a new, original case. Do not include amended, corrected or supplemental pleadings.**

Include:

- applications or petitions filed within an already established case, *such as*:
 - applications filed under Ch. 351, Subchapter B to:
 - renew or extend any obligation owing by or to the estate;
 - purchase or exchange property;
 - accept claims or other property in payment of debts due and owing to the estate;
 - compound bad or doubtful debts due or owing to the estate;
 - compromise or settle disputed claims owed to or by the estate;
 - compromise or pay secured claims allowed and approved against the estate; or
 - abandon the administration of worthless or burdensome property;
 - applications to borrow money;
 - applications of approval of contingency fee agreement;
 - applications for sale of personal property;
 - applications for sale of real property;
 - applications to rent property;
 - applications for modification of guardianship;
 - motions for removal of personal representative/guardian;
 - applications for appointment of successor representative/guardian; and
 - applications for restoration of a ward's capacity.
- All motions filed or matters instituted after original judgment to obtain compliance with statutory requirements, including:

- § show cause motions filed by parties,
- § show cause matters instituted *sua sponte* (of its own will or motion) by the court,
- § contempt proceedings,
- § proceedings to require accountings (filed by a party or by the Court),
- § proceedings for removal of personal representatives, guardians or trustees,
- § motions to require bond, and
- § proceedings to compel distributions;
- Cases in which a motion for new trial has been granted;
- Cases transferred from another county on change of venue;
- Cases remanded from a higher court;
- Cases split by a severance order;
- Cases in which a bill of review is docketed (with a new case number);
- Cases involving similar matters that are not reported elsewhere.

Line 3. INVENTORIES FILED

For each available case category, report the number of filings of an Inventory, Appraisal and List of Claims or an Affidavit in Lieu of Inventory during the month, whether the inventory or affidavit has been approved or not. Do **not** count amended inventories.

Line 4. GUARDIANSHIP OF PERSON REPORTS FILED

Report the number of Annual Reports filed during the month by a Guardian of the Person pursuant to Estates Code Ch. 1163, Subchapter C, whether they have been approved or not. Do **not** count amended reports.

Line 5. ANNUAL OR FINAL ACCOUNTS FILED

For each available case category, report the number of annual or final accounts filed during the month, whether they have been approved or not.

Report annual accounts filed in:

- dependent administrations pursuant to Estates Code Ch.359 and
- guardianships of the estate pursuant to Estates Code Ch. 1163, Subchapter A.

Report final accounts filed in:

- dependent administrations pursuant to Estates Code Ch. 362 and
- guardianships of the estate pursuant to Estates Code Ch.1204, Subchapter C.

ADDITIONAL INFORMATION

Line 6. GUARDIANSHIPS

a. DISMISSED OR DENIED

Report the number of cases in which the application for guardianship or creation of a guardianship management trust was denied or dismissed for any reason (i.e., non-suits, guardianship denials,

dismissal for want of prosecution, etc.) during the month.

b. GRANTED

Report the number of cases in which the application for guardianship or creation of a guardianship management trust was granted during the month.

NOTE: If an application for temporary guardianship is granted during the month, then an application for permanent guardianship is also granted during the same month, the case should be reported twice. The closing of the temporary guardianship should also be reported in the **Closed** category.

c. CLOSED

Report the number of cases in which the guardianship or a guardianship management trust is closed **with a final order** during the month. Include:

- § Orders closing guardianship;
- § Orders closing temporary guardianship;
- § Orders terminating a trust;
- § Cases transferred to another jurisdiction;
- § Any other final orders or judgments **completely disposing** of a guardianship case.

Do not report the guardianship cases as disposed until all matters in the case are closed.

d. ACTIVE

Report the **total** number of open, **active** cases in which an order granting guardianship has been issued. **This includes all guardianships established prior to the reporting month.**

Line 7. CHAPTER 1102 INVESTIGATIONS

Report the number of requests filed during the month for investigation into the need for a guardianship under Estates Code Ch. 1102, including instances where the court appoints a court investigator, court visitor, guardian ad litem, or attorney ad litem. Requests should be reported even if they were also disposed of during the same month.

Line 8. CHAPTER 48 REMOVALS

Report the number of applications filed during the month by the Texas Department of Family and Protective Services for the emergency removal of a person pursuant to Chapter 48 of the Human Resources Code, even if the applications were also disposed of during the same month.

Line 9. HEARINGS HELD

Report the number of hearings **held** during the month in decedent's estates and guardianship cases.

Do not include:

- orders signed administratively;
- matters scheduled for hearing which were cancelled or continued; or

- multiple orders signed by the judge as a result of one hearing.

Line 10. CASES IN WHICH PLAINTIFF/PETITIONER REPRESENTED SELF

Report the number of probate cases in which the plaintiff/petitioner indicated that he/she was representing himself/herself without an attorney at the time of filing of the original petition or application.

In a case with multiple plaintiffs/petitioners, report the case only if the plaintiff/petitioner who completed the Case Information Sheet filed with the original petition indicated he or she was self-represented (*pro se*).

COURT-ORDERED MENTAL HEALTH SERVICES SECTION

Section 574.014 of the Health and Safety Code requires the clerk of each court with jurisdiction to order commitment for involuntary mental health services to provide the Office of Court Administration each month with a report of the number of applications for commitment orders for involuntary mental health services filed with the court and the disposition of those cases, including the number of commitment orders for inpatient and outpatient mental health services.

If the County Court has jurisdiction over mental health cases, a report MUST be submitted each month, whether or not any reportable activity occurred during the month.

The **Mental Health** section of the monthly report is designed to collect information on mental health case activity in the county-level courts.

Mental Health Case Type Categories

The monthly report provides four categories for the reporting of applications for commitment and applications for modification. **Do not include information regarding other types of mental health services.**

1. **TEMPORARY MENTAL HEALTH SERVICES:** Applications for commitment under Health & Safety Code '574.034(a) or '574.034(b) for not longer than 90 days. Do **not** include requests for modification of existing commitment orders.
2. **EXTENDED MENTAL HEALTH SERVICES:** Applications for commitment under Health & Safety Code '574.035(a) or '574.035(b) for greater than 90 days, but not longer than 12 months. Do **not** include requests for modification of existing commitment orders.
3. **MODIFICATION: INPATIENT TO OUTPATIENT:** Under Health & Safety Code '574.061, applications for the modification of an existing order for commitment for inpatient services to provide for commitment for outpatient services.
4. **MODIFICATION: OUTPATIENT TO INPATIENT:** Under Health & Safety Code '574.065(d)(2), applications for the modification of an existing order for commitment for outpatient services to provide for commitment for inpatient services.
5. **ORDER TO AUTHORIZE PSYCHOACTIVE MEDICATIONS:** Under Health & Safety Code '574.106 or '592.154, applications seeking an order authorizing, reauthorizing or modifying the administration of psychoactive medication.

The **MENTAL HEALTH** section is divided into three parts: Intake, Hearings and Other Information.

NO ACTIVITY BOX

If the County Court has mental health jurisdiction but there was no reportable activity during the month, check the **No Activity** box, enter your name at the end of the report, and press Submit.

Line 1. NEW APPLICATIONS FILED

Report the number of new motions for protective custody, applications for commitment orders and applications for modification orders filed during the month.

Line 2. ORDERS FOR PROTECTIVE CUSTODY SIGNED

Report the number of orders for protective custody signed pursuant to Section 574.022 of the Health and Safety Code.

Line 3. PROBABLE CAUSE HEARINGS HELD OR WAIVED

Report the number of hearings held or waived pursuant to Section 574.025 of the Health and Safety Code. Include cases in which:

- a hearing was held, whether or not the proposed patient was bound over or released;
- the proposed patient waived the probable cause hearing during an appearance; or
- the proposed patient waived the probable cause hearing in writing.

Line 4. RELEASE/DISMISSAL PRIOR TO FINAL HEARING

Report the number of applications for commitment orders and applications for modification orders that were dismissed before the final hearing was held. In these cases, no commitment order or modification order is issued.

This includes, but may not be limited to:

- the proposed patient is discharged from facility before the probable cause hearing;
- no probable cause is found for detention and the facility is ordered to release proposed patient;
- the proposed patient is released at probable cause hearing;
- the proposed patient voluntarily commits him/herself; or
- proposed patient waived probable cause hearing but was released.

Line 5. FINAL COMMITMENT HEARINGS HELD

Report the number of cases in which a final hearing for court-ordered mental health services was held pursuant to Section 574.034 of the Health and Safety Code. Include cases in which a proposed patient waived an appearance or waives the right of cross-examination at the hearing.

Line 6. DISPOSITION AT FINAL HEARING

a. DENIED (RELEASE)

Report the number of cases in which a proposed patient was released after a final hearing upon a determination that the proposed patient did not meet criteria for commitment (no commitment order or modification order was issued).

b. GRANTED (COMMIT)

Report the number of cases in which a proposed patient, after a final hearing, was ordered to receive court-ordered temporary or extended mental health services. Report information for inpatient services (pursuant to Section 574.034(a) of the Health and Safety Code) and outpatient services (pursuant to Section 574.034(b) of the Health and Safety Code) separately.

Line 7. NEW APPLICATIONS FILED

Report the number of applications for orders to authorize, reauthorize, or modify the administration of psychoactive medications filed during the month.

Line 8. DISMISSAL PRIOR TO HEARING

Report the number of applications for orders to authorize, reauthorize, or modify the administration of psychoactive medications that were dismissed before the hearing was held.

Line 9. HEARINGS HELD

Report the number of cases in which a hearing for an order to authorize, reauthorize or modify the administration of psychoactive medications was held pursuant to Section 574.106 of the Health and Safety Code. Include cases in which a proposed patient waived an appearance or waives the right of cross-examination at the hearing.

Line 10. DISPOSITION AT HEARING

a. DENIED

Report the number of cases in which the court denied the application to authorize, reauthorize or modify the administration of psychoactive medications.

b. GRANTED

Report the number of cases in which the court issued an order authorizing, reauthorizing or modifying the administration of psychoactive medications.

