

Senate Bill 1369 - Frequently Asked Questions

1. When do I need to start reporting this information?

The requirements of SB 1369 go into effect on September 1, 2016. Data collection should begin on that date. The first report (for September 2016) is due October 15, 2016.

2. Which courts need to report the information required by SB 1369?

All courts must submit a report each month, even if there is no reportable activity. While the reporting requirements applied only to district and county courts in the past, the requirements of SB 1369 apply to all courts in the state, including appellate, justice, municipal and truancy courts.

3. My court does not make appointments. Do I have to report?

Yes. All courts are required to report whether or not there is reportable activity. Courts with no activity to report must submit "No Activity" reports each month.

4. Do appointments of attorneys in truancy cases need to be reported?

Yes.

5. The date of appointment and the date of payment are different. When do we report the information?

Each court will be required to submit each month a report for all appointments made during the month and a report for all payments made during the month, even if there was no activity.

6. How will I be able to get payment information?

Judges and clerks will need to locally determine the specifics about how the required information is to be obtained. However, it is recommended that courts follow the procedures established for district and county courts by [Supreme Court order](#)¹ for appointments and fees:

- each appointment is to be made by written order;
- each approval of the payment of a fee is to be accomplished by a separate written order; and
- orders making appointments or approving the payment of fees are to be sufficiently specific to enable the clerks to prepare the required monthly reports.

7. How will this information be reported to OCA?

The existing Appointments and Fees database will be modified to meet the requirements of SB 1369. District and county clerks will notice little difference from how they are currently reporting. Fields will be added to capture Number of Hours Billed and Bill Expenses for cases in which the fee is more than \$1,000. A field will also be added to indicate whether a report is for appointments or payments.

Other courts should consult the materials posted on the **Appointments and Fees webpage** (<http://www.txcourts.gov/statistics/appointments-fees-in-civil-cases.aspx>) to get information about how the current reporting process works.

Updated reporting instructions and XML specifications will be released when they are ready.

¹ Supreme Court Order 07-9188, which can be accessed at <http://www.txcourts.gov/supreme/administrative-orders/2007.aspx>.