

**Office of Court Administration**

DAVID SLAYTON

Administrative Director

October 12, 2017

Dear County and/or District Clerk,

We are beginning to prepare the***2017* *Texas Judicial System Annual Statistical Report*** (covering September 1, 2016 to August 31, 2017). On our website at <http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-fy-2017-annual-report-verification/> you will find information and procedures needed to:

1. **Print a copy of the report** summarizing the data we have received from your county for the time period, as well as reports summarizing the data reported by court, if relevant.
2. **Run the Reports Received Report** to ensure that the reports are complete and do not have mathematical or any other errors and that all reports/sections have been received for each month.
3. **Review the reports for other errors** such as filings, docket adjustments or pending case numbers that are too low, too high, or that do not make sense. Refer to document **Common Report Issues** on the website above. Note that you can prevent errors from occurring by reviewing your report each month, especially if you are uploading the report.
4. **Submit missing reports and make all necessary** corrections through the online Court Activity Reporting and Directory System at <http://card.txcourts.gov/> **by November 1, 2017.**

**You must update the reports for each month in which a correction is needed.** Corrections cannot be made to the annual totals. Refer to the document on Correcting Reports.

1. Certify that all reports are correct and complete at <https://www.surveymonkey.com/r/districtcountyannualreportverification>.

***Effect of Late Reporting on Funds Granted by the Texas Indigent Defense Commission***

The Texas Indigent Defense Commission’s (TIDC) grant conditions state, “*The applicants’ county and district clerks must be in compliance with reporting requirements promulgated by the Texas Judicial Council as of August 31, 2017.”* As a result, **grant funds will be withheld** from counties that have not submitted complete district court and county-level court activity reports for FY 2017.

We have been asked to notify the County Judge and Local Administrative District Judge in October about any outstanding reports. If missing reports are not submitted by November, all members of the commissioners court will be notified as well, in anticipation of the notification from TIDC that the county’s grant funds will be withheld until the county is in compliance.

If you have any questions or need assistance, please call us at (512) 463-1625 or send an email to [JudInfo@txcourts.gov](mailto:JudInfo@txcourts.gov).

Thank you for helping us to provide the public with complete and accurate court activity information.

Sincerely,

*Judicial Information Staff: Sandra Mabbett*

*Lisa Robles*

*Jamal Kinan*

*Angela Garcia*