

**Office of Court Administration**

DAVID SLAYTON

Administrative Director

October 6, 2020

Dear County and/or District Clerk,

We are beginning to prepare the***2020* *Texas Judicial System Annual Statistical Report*** (covering September 1, 2019 to August 31, 2020). Please review your data to make sure that it is complete and accurate.

Go to the <https://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-court-annual-report-verification/>  *to* review the summary(ies) of information received from your county for FY 2020.

1. **Run** the **Reports Received Report(s)** from<https://card.txcourts.gov/ReportSelection.aspx> to ensure that reports for all months and sections have been submitted and do not have any mathematical errors. Instructions are posted on the verification website above.
2. **Review the report summaries 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 the **Common Report Issues** document on the verification website.
3. **Submit missing reports and make all necessary** **corrections** through the Court Activity Reporting and Directory System at <http://card.txcourts.gov/> **by November 1, 2020.**

**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 **Making Changes to the Monthly Activity Report**.

1. Certify that all reports are correct and complete at <https://www.surveymonkey.com/r/districtcountyfy20>.

***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, 2020.”* As a result, **grant funds will be withheld** from counties that have not submitted complete district and county court activity reports for FY 2020.

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.

**Please run the Reports Received Report (referenced above) if you wish to verify that all reports have been submitted.** If you have any other questions or need additional assistance, please send an email to JudInfo@txcourts.gov and a member of our staff will respond to you with 1-2 business days.

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

Sincerely,

*Judicial Information Analysts: Sandra Mabbett*

 *Lisa Robles*