



OFFICE OF COURT ADMINISTRATION

MENA RAMON
Interim Administrative Director

October 11, 2021

Dear County and/or District Clerk,

We are beginning to prepare the **2021 Texas Judicial System Annual Statistical Report** (covering September 1, 2020 to August 31, 2021). Please complete the report verification process below **by Friday, November 5**, to ensure that your court's data are accurate, complete, and ready for inclusion in the Annual Statistical Report.

1. Go to the FY 2021 report verification website <https://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/fy-2021-district-county-court-annual-report-verification/>.
2. Run the Reports Received Report 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.
3. Locate your court's FY 2021 Activity Detail Report under the Reports Received as of October 10, 2021 heading.
4. Review the activity detail report 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.
5. Submit missing reports and make all necessary corrections through the Court Activity Reporting and Directory System at <http://card.txcourts.gov/> **by Friday, November 5, 2021**.

Note: 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.

6. Certify that all reports are correct and complete at <https://www.surveymonkey.com/r/fy21distcty>.

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, 2021.*" As a result, **grant funds will be withheld** from counties that have not submitted complete district and county court activity reports for FY 2021.

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.

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

Sincerely,

Judicial Information Staff