



OFFICE OF COURT ADMINISTRATION

MENA RAMON
Interim Administrative Director

November 12, 2021

Dear Judge or Court 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, December 10**, 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/justice-municipal-courts-fy-2021-annual-report-verification/>.
2. Locate your court's FY 2021 Activity Detail Report under the Reports Received as of November 12, 2021 heading.
3. 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.
4. Submit missing reports and make all necessary corrections through the Court Activity Reporting and Directory System at <http://card.txcourts.gov/> **by Friday, December 10, 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.

5. Certify that all reports are correct and complete at <https://www.surveymonkey.com/r/jpmunify21>.

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
judinfo@txcourts.gov