

Texas District and County Court
Judicial Weighted Caseload Study, 2023

Time Reporting Instructions



Reporting Period
January 23 – February 26, 2023

QUESTIONS?

<https://txdistrictjudges2023.ncscworkload.org/>

Click on Help Request

Time Study Data Entry Website:

<https://txdistrictjudges2023.ncscworkload.org/>

Your Password: _____

OVERVIEW

The purpose of the Texas District and County Court Workload Study is to quantify the amount of time it takes Texas Judges to process cases, from initial filing to disposition. The study is designed to measure the total amount of judge time currently spent in the daily operations of the District and County Court, including case-related and non-case related (general administration) work regardless of whether the activity occurs in the courtroom, chambers, or even off court premises.

All judges listed below are considered primary participants and are asked to participate in the time study. It is critical that all participants record their time comprehensively, accurately and consistently according to the directions outlined in these instructions.

Primary participants are project participants who are expected to record **all** work conducted throughout the time study period. No other persons are expected to participate in this study.

Primary Participants
District Court Judges
County Courts of Law Judges
Associate Judges
Senior Judges (w/ standing dockets only)
Magistrates

Data Collection Period: January 23 – February 26, 2023. All judges will enter their work-related activity data by case type into a database set up by the National Center for State Courts (NCSC), with whom the Texas Office of Court Administration (OCA) contracted to assist in the judicial weighted workload study.

During the study period, when judges are involved in case-related activities, they will classify their work time by case type and the relative case-related activity or judges will record their time by a non-case-related work activity such as general legal research or time spent in meetings.

Case Types. It is particularly important that case processing activities conducted during the survey period be identified correctly by the case type. The workload values (i.e., the average time spent by judges on each case type) developed through this study will be less accurate if cases are misclassified during the time study. *Appendix A* displays a list of case types identified for inclusion in this study. The Texas Courts Judicial Workload Assessment Advisory Committee confirmed the case types during a meeting held December 13, 2022.

Case-Related Activity Types. *Appendix B* displays a list of the case-related activities to be used in this study.

Non-Case-Related Activity Types. Judges will record their time per the list of non-case-related activities in *Appendix C*, when involved in activities that are not directly related to a particular case. Examples of court-related administration include non-case-related administration, general legal research judicial education and training, travel, committees, meetings & related work, education, and other activities that are pertinent but not related to case processing

GENERAL INSTRUCTIONS

1. First go <https://txdistrictjudges2023.ncscworkload.org/> and click “Login” in the top right corner.
2. Once on the login screen, enter your email address and the password provided.

You will receive an email from *ncscworkload.org* inviting you to join the project. You also will be provided a password which will allow you access to the data collection tool. If you desire, you can create a preferred password. Click on the Help Request link and an electronic form will be sent to you per your request.

3. Record **ALL** work-related activity, identifying non-case-related activity OR the case type and case-specific-activity.
4. Participants should use the **Daily Time Log** (*located in Appendix D*), to manually record all work time throughout the workday, including any leave or sick time. This information can then be easily entered onto the internet-based data collection tool. We recommend printing several copies at a time, so you are always prepared to record your time.

At the end of each workday, participants should enter their data from the daily time log into the electronic data collection form. The electronic data collection tool is located on the Internet at: <https://txdistrictjudges2023.ncscworkload.org/>. **Note: If you determine that you have forgotten to enter work from the previous day, simply go into the website, select the correct date (which can be historical) and add the correct data.**

5. Participants should reserve approximately 10 minutes each day to enter and submit their daily information into the secure database. Note that there is a place to record time spent tracking and entering your data.
6. If you find that an **error** has been made in any entry that appears in your Entries for the day or your History, please click on the icon under the Action box to either delete or edit the line of data that is incorrect.

You will be responsible for reviewing, editing, deleting and/correcting your data!

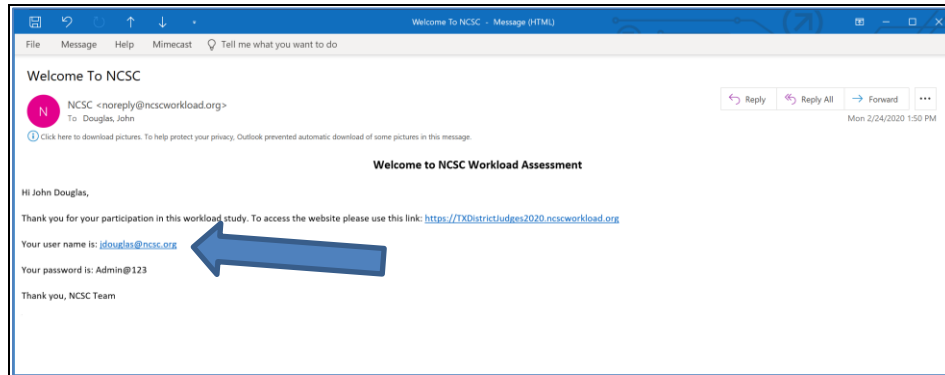
NOTE: It is important that participants record and report all court-related work activity during the study period, even if the work occurs during the early morning, evenings or on weekends. Questions regarding an activity that may be going unrecorded, or that may be difficult to record, should be directed to the time study [Help Request](#) link in the on-line data entry website.

BASIC DATA ENTRY INSTRUCTIONS

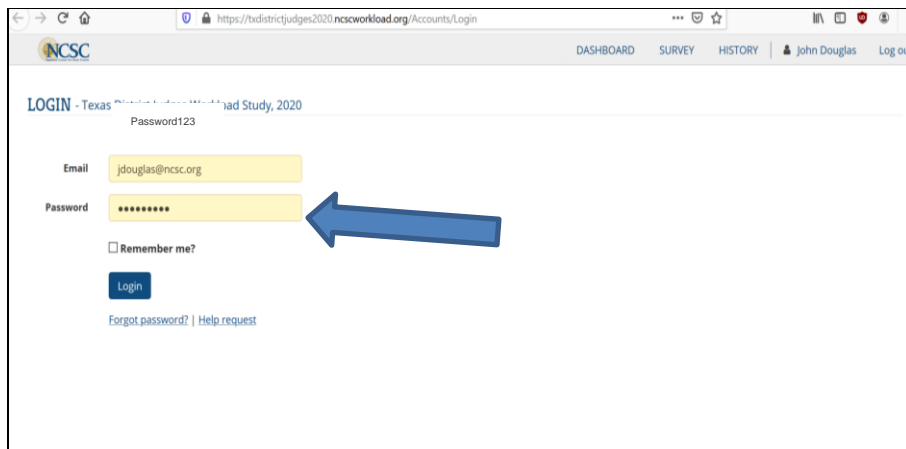
When your name is entered into the NCSC data collection system the system will send you a “Welcome to NCSC” email that will contain your password and the link to the data collection page. The website is: <https://txdistrictjudges2023.ncscworkload.org/>. It is helpful to bookmark this site for later use.

A. Receiving Your Password and the Dashboard Page

You will receive an email from NCSC providing you with a password and the link to the data collection page.



You must first sign in using your password to be directed to the data collection page.



- The dashboard page contains links to all the resources available for this project. Click on any of the resource links to view or print the instructions, daily time log, the recorded training and FAQs

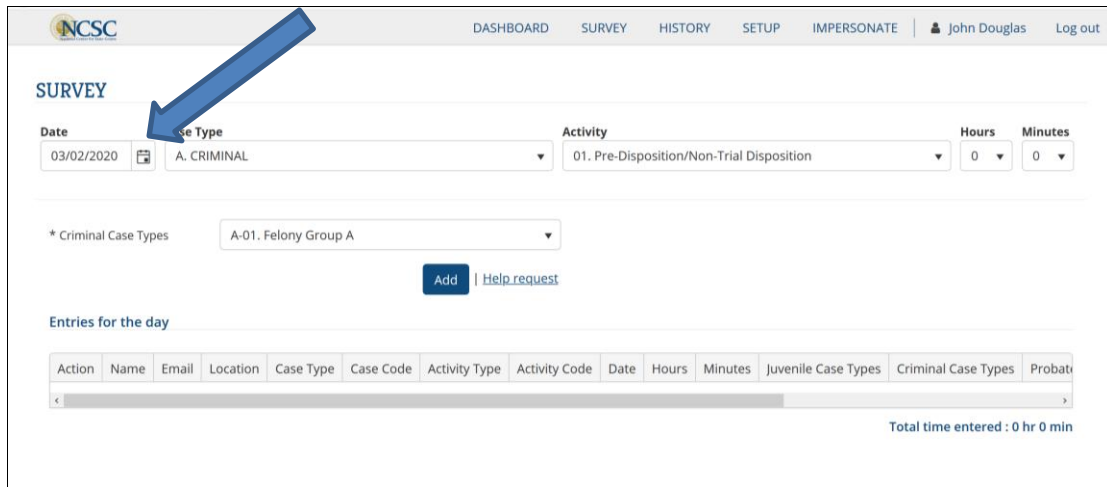


From the Dashboard page click on the survey button to access the portal to enter your data.

B. Entering Data

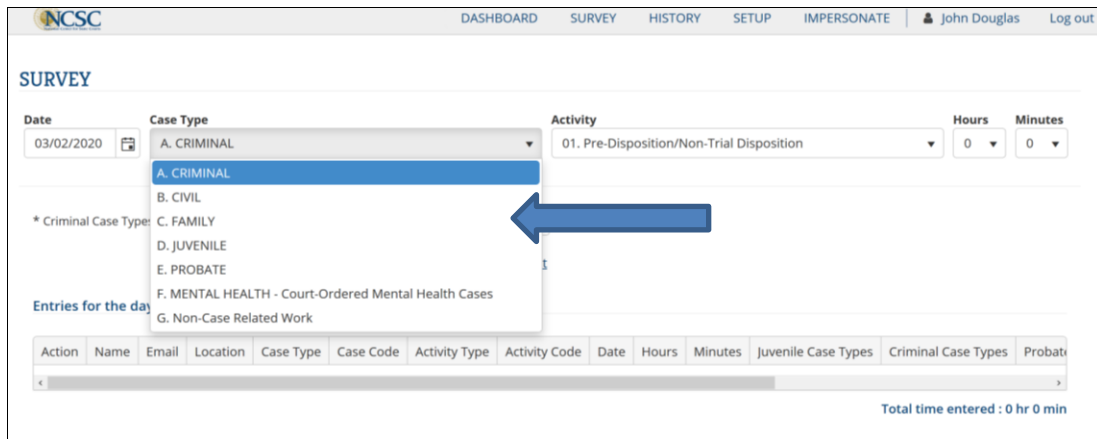
Using the calendar, as shown below:

- Select the date (using the drop-down box and calendar) that corresponds to the activities you wish to enter.



The screenshot shows the NCSC Survey portal interface. At the top, there are navigation tabs: DASHBOARD, SURVEY, HISTORY, SETUP, IMPERSONATE, and a user profile for John Douglas with a Log out button. The main heading is "SURVEY". Below this, there are input fields for "Date" (03/02/2020), "Case Type" (A. CRIMINAL), "Activity" (01. Pre-Disposition/Non-Trial Disposition), "Hours" (0), and "Minutes" (0). A blue arrow points to the Date field. Below these fields is a section for "* Criminal Case Types" with a dropdown menu showing "A-01. Felony Group A" and an "Add" button. At the bottom, there is a table titled "Entries for the day" with columns: Action, Name, Email, Location, Case Type, Case Code, Activity Type, Activity Code, Date, Hours, Minutes, Juvenile Case Types, Criminal Case Types, and Probate. The table is currently empty. A "Total time entered : 0 hr 0 min" indicator is at the bottom right.

- Select the appropriate **case type category** for which you are recording time (Use the down arrow -- ▼ --).



This screenshot shows the same NCSC Survey portal interface as the previous one, but with the "Case Type" dropdown menu open. The menu lists several options: A. CRIMINAL, B. CIVIL, C. FAMILY, D. JUVENILE, E. PROBATE, F. MENTAL HEALTH - Court-Ordered Mental Health Cases, and G. Non-Case Related Work. A blue arrow points to the "A. CRIMINAL" option in the dropdown. The "Date" field is now 03/02/2020, and the "Activity" field is 01. Pre-Disposition/Non-Trial Disposition. The "Hours" and "Minutes" fields are still 0. The "Entries for the day" table and "Total time entered : 0 hr 0 min" indicator are also visible.

- Next select the appropriate **case type** within the category for which you are recording time (Use the down arrow -- ▼ --).

The screenshot shows the NCSC SURVEY form. At the top, there are navigation tabs: DASHBOARD, SURVEY, HISTORY, SETUP, IMPERSONATE, and a user profile for John Douglas with a Log out link. The main heading is 'SURVEY'. Below it, there are input fields for Date (03/02/2020), Case Type (A. CRIMINAL), Activity (01. Pre-Disposition/Non-Trial Disposition), Hours (0), and Minutes (0). A dropdown menu for '* Criminal Case Types' is open, showing options: A-01. Felony Group A (highlighted with a blue arrow), A-02. Felony Group B, A-03. Misdemeanor, and A-04. Motion to Revoke/Motion to Adjudicate. Below the dropdown is a table titled 'Entries for the day' with columns: Action, Name, Email, Location, Case Type, Case Code, Activity Type, Activity Code, Date, Hours, Minutes, Juvenile Case Types, Criminal Case Types, and Probate. The table is currently empty. At the bottom right, it says 'Total time entered : 0 hr 0 min'.

- Select the appropriate **activity** for which you are recording time (use the down arrow -- ▼ --). **Note that if you are recording time for a non-case-related activity, you must select non-case-related in the case type category.**

The screenshot shows the NCSC SURVEY form. At the top, there are navigation tabs: DASHBOARD, SURVEY, HISTORY, SETUP, IMPERSONATE, and a user profile for John Douglas with a Log out link. The main heading is 'SURVEY'. Below it, there are input fields for Date (03/02/2020), Case Type (A. CRIMINAL), Activity (01. Pre-Disposition/Non-Trial Disposition), Hours (0), and Minutes (0). A dropdown menu for '* Criminal Case Types' is open, showing options: A-01. Felony Group A (highlighted with a blue arrow), A-02. Felony Group B, A-03. Misdemeanor, and A-04. Motion to Revoke/Motion to Adjudicate. Below the dropdown is a table titled 'Entries for the day' with columns: Action, Name, Email, Location, Case Type, Case Code, Activity Type, Activity Code, Date, Hours, Minutes, Juvenile Case Types, Criminal Case Types, and Probate. The table is currently empty. At the bottom right, it says 'Total time entered : 0 hr 0 min'.

- Select the appropriate number of **hours and/or minutes** associated with that case status type and activity (use the down arrow -- ▼ --).
- Click on the box below that says “Add.”

NCSC DASHBOARD SURVEY HISTORY SETUP IMPERSONATE John Douglas Log out

SURVEY

Date: 03/02/2020 Case Type: A. CRIMINAL Activity: 01. Pre-Disposition/Non-Trial Disposition Hours: 2 Minutes: 0

* Criminal Case Types: A-01. Felony Group A [Add] [Help request]

Entries for the day

Action	Name	Email	Location	Case Type	Case Code	Activity Type	Activity Code	Date	Hours	Minutes	Juvenile Case Types	Criminal Case Types	Probation
Total time entered : 0 hr 0 min													

C. Entries for the Day Survey History (example)

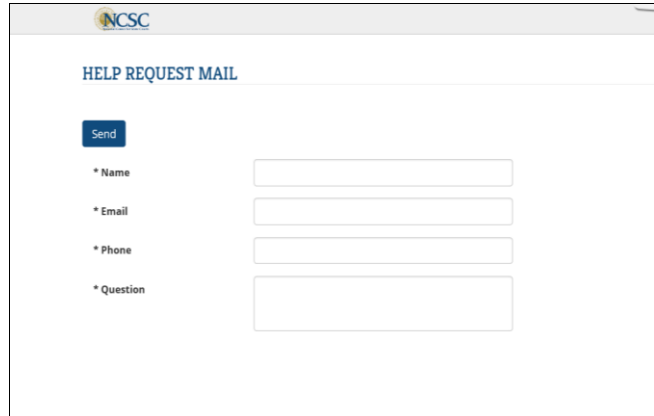
A cumulative report of all the entries for the entire period of the workload study can be accessed under the **History** link at the top of the page. There you will be able to *review, edit, or delete* any of your entries by using the icons under the **Action** button.

NCSC DASHBOARD SURVEY HISTORY SETUP IMPERSONATE John Douglas Log out

SURVEY HISTORY

Action	Name	Email	Location	Case Type	Case Code	Activity Type	Activity Code	Date	Hours	Minutes
	John Douglas	jdouglas@ncsc.org		B. Delinquency	102	04. Reasonable efforts hearing	204	07/19/2019	0	10
	John Douglas	jdouglas@ncsc.org		A. Abuse/Neglect/Dependence, TPR & Mentally Ill & Dangerous 3C	101	01. Pre-Disposition/ Non-Trial Disposition	201	09/26/2019	1	0
	John Douglas	jdouglas@ncsc.org		F. Domestic Relations	106	02. Trial	202	09/26/2019	2	10
	John Douglas	jdouglas@ncsc.org		H. Non-case-related work	300	c. Judicial Education and Training	303	09/26/2019	3	10
	John Douglas	jdouglas@ncsc.org		E. Adoption	105	01. Pre-Disposition/ Non-Trial Disposition	201	09/26/2019	2	5
	John Douglas	jdouglas@ncsc.org		H. Non-case-related work	300	h. Lunch and Breaks	308	09/26/2019	1	0
	John Douglas	jdouglas@ncsc.org		B. Delinquency	102	03. Post-Disposition	203	09/26/2019	0	25
Total time entered : 10 hr 0 min										

Please contact the NCSC [Help Request](#) with any questions about this study.



The image shows a screenshot of a web form titled "HELP REQUEST MAIL" with the NCSC logo at the top left. The form includes a "Send" button and four input fields labeled with asterisks: "* Name", "* Email", "* Phone", and "* Question".

GENERAL REPORTING PRACTICES

- 1. Waiting Time.** If you are on the bench waiting for attorneys or parties, and you are engaged in no other activity, include the waiting time in the relevant court activity. If, while waiting, you engage in other activities (such as doing legal research or working on an opinion), then record the time for those activities in which you engaged, and NOT as waiting time.
- 2. Multiple Activities on a Single Case Type.** When multiple activities occur on a single case type, and you cannot discern the discreet amount of time on each activity, divide the time using your best estimate and create a separate entry for each activity.
- 3. Multiple Cases Heard Simultaneously or in a Block.** Time on multiple cases with different case types should be disaggregated as much as possible. For example, you may be in the courtroom on a pretrial calendar with a combination of criminal case types (e.g., class 1 felony, other criminal). If practicable, sort cases by case type prior to starting the calendar and record the time for each group of case types. If this is not possible, estimate the breakdown of cases (e.g., eighty percent class I felony and twenty percent other criminal) and apportion the time accordingly.
- 4. Multi-Day Trials.** A multi-day trial should have an entry for each day. For instance, if a trial lasted three days, then, there would be three separate entries into the data collection instrument. The total time for a day may vary.
- 5. Double Counting of Time.** It is **not** permissible to "double count" your time in this study. The Committee recognizes that you are frequently required to rapidly toggle between tasks; however, for the purposes of this study double counting is not permissible.
- 6. Interruptions.** Interruptions such as telephone calls, questions, refilling a coffee cup, etc., should not be reported separately if the duration is less than 5 minutes.
- 7. Holidays.** A holiday is recorded as eight hours. If you perform court-related work during a holiday, hours worked should be recorded as outlined in these instructions. If additional days are taken during the time study period for sick, vacation or other leave, record that as non-case specific time (vacation/sick or other leave).
- 8. Daily Time Log.** The Daily Time Log is a tool you can use to manually record your time as you progress through your workday. All case types and activities both case-related and non-case-related are listed and coded. Record the case type code and activity code in the section below with the time spent on each activity. The 'tick mark' section is there to use to expedite the time keeping process. Pre-fill in the case types and activities, if known, and simply make a tick mark to represent a measure of time that you determine. When completed simply add up the tick marks and record your time into the electronic data collection instrument.

**APPENDIX A
Case Types**

CRIMINAL CASE TYPES - A

A-01 Felony Group A

Capital Murder
Murder
Other Homicides
Aggravated Assault or Attempted Murder
Sexual Assault of An Adult
Indecency with or Sexual Assault of a Child
Family Violence Assault
Aggravated Robbery or Robbery

A -02 Felony Group B

Burglary
Theft
Automobile Theft
Drug Sale or Manufacture
Drug Possession
Felony D.W.I.
Other Felonies

A-03 Misdemeanor

D.W.I.—First Offense
D.W.I.—Second Offense
Theft
Theft by Check or Similar Sight Order
Drug Possession—Marijuana
Drug Offenses—Other
Family Violence Assault
Assault—Other
Traffic
D.W.L.S./D.W.L.I.
Other Misdemeanor Cases

A-04 Motion to Revoke/Motion to Adjudicate

CIVIL CASE TYPES - B

B-01 Injury or Damage Involving Vehicle

B-02 Injury or Damage Other Than Vehicle

Other Injury or Damage

B-03 Malpractice

Injury or Damage—Medical Malpractice

Injury or Damage—Other Professional Malpractice

B-04 Product Liability

Product Liability—Asbestos/Silica

Other Product Liability

B-05 Contract

Contract—Consumer/Commercial/Debt

Other Contract

B-06 Debt Collection

B-07 Other Civil

Other Civil Cases

B-08 Civil Cases Relating to Criminal Matter

B-09 Real Property

Real Property—Eminent Domain

Other Real Property

B-10 Administrative Law

B-11 Government

Tax Cases

FAMILY CASE TYPES

C-01 Divorce with Children

C-02 Divorce without Children

C-03 Protective Orders: Non-Divorce

C-04 IV-D Cases

C-05 Parent-Child - No Divorce

C-06 Other Family Law Matters

Termination of Parental Rights

Adoption

Title IV-D—UIFSA

All Other Family Cases

C-07 Child Protection Cases

C-08 Modifications

Modification—Custody

Modification—Other

Title IV-D (modification)

C-09 Enforcements

Enforcement

Title IV-D (enforcement)

JUVENILE CASE TYPES - D

D-01 Juvenile Felony Group A

D-02 Juvenile Felony Group B

D-03 Misdemeanor

D-04 CINS

PROBATE/GUARDIANSHIP CASE TYPES - E

E-01 Probate

Independent Administration
Dependent Administration
All Other Estate Proceedings

E-02 Guardianship

Guardianship
All Other Cases

COURT-ORDERED MENTAL HEALTH SERVICES - F

F-01 Court Ordered Mental Health Cases

Temporary Mental Health Services
Extended Mental Health Services
Modification: Inpatient to Outpatient
Modification: Outpatient to Inpatient
Order to Authorize Psychoactive Medications

APPENDIX B

Case-Related Activities

1. Pre-Disposition/Non-Trial Disposition

Includes all on-bench and off-bench activity related to pretrial proceedings and non-trial dispositions. In probate cases, includes uncontested proceedings to appoint a fiduciary or to order supervision of a trust. Includes all off-bench research and preparation related to pre-disposition and non-trial disposition activities. Some examples of pre-disposition/non-trial disposition activities include:

- Arraignment
- Pretrial motion that does not fully dispose of the case (e.g., motion in limine)
- Proceeding to appoint a temporary guardian/conservator
- Scheduling conference
- Issuance of warrant
- Pre-adjudication juvenile delinquency review
- Entry of guilty plea and sentencing
- Informal traffic hearing
- Motion for summary judgment
- Hearing on appointment of permanent fiduciary
- Uncontested disposition hearing
- Determine competency,
- Daubert Motion, Trammel Motion,
- Motion to Compel)
- Temporary Custody/Support hearing on domestic cases

2. Bench Trial Activities

This category includes all matters, whether in-or out-of-court, incident to the conduct of a trial or adjudicatory hearing in which the judge is the trier of fact and includes hearings to memorialize an agreement.

3. Trial

Includes all on-bench and off-bench activity related to a bench or jury trial or another contested proceeding that disposes of the original petition in the case. In probate cases, includes contested proceedings to appoint a fiduciary or to order supervision of a trust. Includes all off-bench research and preparation related to trials. Includes sentencing following a bench or jury trial. Some examples of trial activities include:

- Bench trial
- Jury trial
- Sentencing after conviction at trial
- Trial de novo

- Trial on appointment of a permanent guardian/conservator
- Contested divorce hearing
- Juvenile adjudicatory hearing
- Contested disposition hearing

4. Post-Disposition

Includes all on-bench and off-bench activity that occurs after the entry of judgment on the original petition in the case. In probate cases, includes all activity after a fiduciary is appointed or trust supervision is ordered. Includes all off-bench research and preparation related to post-disposition activity. Does not include trials de novo. Some examples of post-disposition activity include:

- Post-trial motion
- Sentencing after revocation of probation
- Guardianship/conservatorship review
- Guardianship modification/termination proceeding
- Account review (probate)
- Motion for change of custody, support, parenting time, or domicile
- Child support enforcement
- Motion for installment judgment
- Permanency hearing
- Termination of parental rights
- 90-day review hearing (child protective proceedings)
- Post-adjudication juvenile delinquency review
- Custodial sanction hearing
- Post-conviction/habeas/DNA testing
- Motion for New Trial
- Motion to Alter/Amend, Motion to Set Aside Conviction/Judgment)
- Violation of probation

5. Specialty Treatment Court Activities:

Includes all on-bench and off-bench activity that occurs when handling specialty court cases (e.g., staffing, dockets, case review). This category also includes all time spent on judicial monitoring/supervision activity that occurs before the filing of a case due to pre-filing diversion or intervention programs. In those instances where judicial work is conducted before the filing of a case, please select the case type category most likely to apply if the case is ultimately filed (e.g., Felony Group B, Juvenile Felony Group B).”

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APPENDIX C
Non-Case-Related Activities

a. Court-Related Administration

Includes all non-case-related administrative work such as:

- Staff meetings
- Judges' meetings
- Personnel matters
- Staff supervision and mentoring
- Court management

b. General Legal Research

Includes all reading and research that is *not* related to a particular case before the court.

Examples include:

- Reading journals
- Reading professional newsletters
- Reviewing appellate court decisions

c. Judicial Education and Training

Includes all educational and training activities such as:

- Judicial education
- Conferences

Includes travel related to judicial education and training.

d. Committee Meetings, Other Meetings, and Related Work

Includes all work related to and preparation for meetings of state and local committees, boards, and task forces, such as:

- Community criminal justice board meetings
- Bench book committee meetings
- Other court-related committee meetings

Includes travel related to meetings.

e. Community Activities and Public Outreach

Includes all public outreach and community service that is performed in your official capacity as a judge. This category does not include work for which you are compensated through an outside source, such as teaching law school courses, or personal community service work that is not performed in your official capacity as a judge. Examples of work-related community activities and public outreach include:

- Speaking at schools about legal careers
- Judging moot court competitions

Includes travel related to community activities and public outreach.

f. Work-Related Travel

Work-Related Travel includes only travel between courts during the business day. Time is calculated from the primary office location as determined by the Texas Supreme Court to the visited court.

Do not include commuting time from your home to your primary office location. Record travel time from your primary office location to judicial education and training, committee meetings, or community activities and public outreach in the applicable category. This is an account of minutes spent on travel only.

g. Local/Regional Administrative Judge Time

Includes all time that the CJ spends on relevant “chief judge” administrative functions. FTE need related to chief judge duties is calculated as a separate component of the workload model outside of the caseload driven FTE need calculations.

h. Personal Time Off (PTO)

Includes all time away from work due to vacation, personal leave, illness or medical leave, and court holidays.

i. Lunch and Breaks

Includes all routine breaks during the working day.

j. NCSC Time Study

Includes all time spent filling out time study forms and entering time study data using the Web-based form.

APPENDIX D

Daily Time Log

Texas District and County Courts Weighted Caseload Study, 2023

Date _____

CASE TYPES		CASE-RELATED ACTIVITIES		
CRIMINAL - A	A-01	Felony Group A	1 Pre-Disposition/Non-Trial Disposition	
	A-02	Felony Group B	2 Bench Trial Activities	
	A-03	Misdemeanor	3 Jury Trial Activities	
	A-04	Motion to Revoke/Motion to Adjudicate	4 Post-Disposition Activities	
CIVIL - B	B-01	Injury or Damage Involving Vehicle	5 Specialty Court Activities	
	B-02	Injury or Damage Other than Vehicle	NON-CASE-RELATED ACTIVITIES	
	B-03	Malpractice	a Court-Related Administration	
	B-04	Product Liability	b General Legal Research	
	B-05	Contract	c Judicial Education and Training	
	B-06	Debt Collection	d Committee Meetings, Other Meetings, and Related Work	
	B-07	Other Civil	e Community Activities and Public Outreach	
	B-08	Civil Cases Relating to Criminal Matters	f Work Related Travel	
	B-09	Real Property	g Local/Regional Administrative Judge Time	
	B-10	Administrative Law	h Personal Time Off (PTO)	
	B-11	Government	i Lunches and Breaks	
FAMILY - C	C-01	Divorce with Children	j NCSC Time Study	
	C-02	Divorce without Children	NOTES	
	C-03	Protective Orders: No Divorce		
	C-04	Title IV-D Cases		
	C-05	Parent-Child - No Divorce		
	C-06	Other Family Law Matters		
	C-07	Child Protection Cases		
	C-08	Modifications		
	C-09	Enforcements		
JUVENILE - D	D-01	Juvenile Felony Group A		
	D-02	Juvenile Felony Group B		
	D-03	Misdemeanor		
	D-04	CINS		
PROBATE - E	E-01	Probate		
	E-02	Guardianship		
F	F-01	Court-Ordered Mental Health Cases		
G	G-01	Non-Case-Related Work		

RECORD DATA BELOW

CASE TYPE CODE	ACTIVITY CODE	TICK MARKS (FOR TIME INTERVALS) OR TIME SEGMENTS	TOTAL TIME	
			HOURS	MINUTES