

# NEW REPORTING REQUIREMENTS

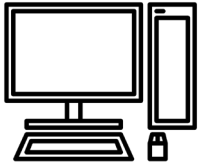
88<sup>TH</sup> LEGISLATURE

HB 2384

HB 1182



# CHANGES TO CASE MANAGEMENT SYSTEMS



OCA has met with case management vendors and county case management staff to review and discuss the new reporting requirements.

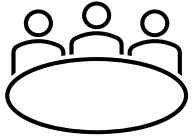
Case management system staff from various counties:

Tyler Tech – Odyssey  
iDocket  
eDoc  
Equivant

LGS  
NetData  
Central Square Tech  
Journal



# CHANGES TO CASE MANAGEMENT SYSTEMS



Work with your case management system vendor/local case management system staff to ensure you are ready to report the required data points at the court level.



New data fields, events, and processes may need to be created to capture the required information.



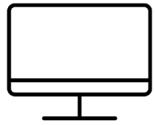


# HB 2384

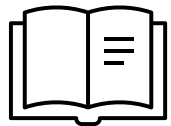
APPLIES TO

ALL DISTRICT AND  
COUNTY COURTS

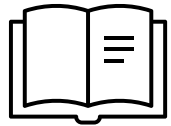
# HB 2384 INSTRUCTIONS & GUIDANCE



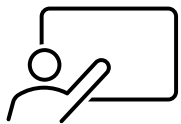
Posted on [www.txcourts.gov](http://www.txcourts.gov) website



Instructions provide definitions and counting rules for each data element.



Data elements must be reported for **each case type** that the court handles.



Detailed guidance provided for counting Probate, Guardianship and Mental Health cases.



Welcome to the Texas Judicial Branch

ANNOUNCEMENTS

- New Reporting Instructions and Guidance Documents related to HB 1182 (Counties with Population Over 1 Million) and HB 234
- Coming Soon: The Office of Court Administration's Standardized Protective Order Forms. Information about the project is available
- The Public Safety Report System (PSRS) is now live.  
[General Information](#) | [ORI & TLETS Access](#) | [PSRS Training & Resource Information](#) | [Completed Bail Forms](#)

- CPS Reporting
- Citation by Publication
- Court Activity Database
- Judicial Directory
- Open Records Policy
- Protective Order Registry
- Reporting to OCA
- Settlement Database
- Statistics & Other Data
- Vexatious Litigants

Search

Counties) are now posted.

OCA's [Forms](#) page.

OUR MAILING LIST

CourTex is the Office of Court Administration's monthly newsletter about what is happening in the Judicial Branch. Enter your email address to sign up!

\* Email

By submitting this form, you are consenting to receive marketing emails from: Office of Court Administration, P.O. Box 12066, Austin, TX, 78711-2066, US, http://www.txcourts.gov. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe@ link, found at the bottom of every email. Emails are serviced by Constant Contact.

SIGN UP





## REPORTING TO OCA HOME

- Appointments and Fees
  - Change in Municipal Judge
  - Citation by Publication
  - Court Interpretation Services
  - Court Security Incident Reports
- **District & County Court-Level Reporting**
  - Guardianship Reporting Requirements
  - Judicial Bypass Cases
- Judicial Council Trial Court Activity Reports
  - Jury Charges & Sentences in Capital Cases
- Other Resources
  - Protective Order Registry
  - Settlement Database
  - Vexatious Litigants
  - Writs of Attachment

## REPORTING TO OCA

The following reports must be submitted to the Office of Court Administration by clerks, judges, or other entities or individuals.

### Court Security Program

- [Court Security Incident Reports](#)
- [Court Closures and Reopenings](#)

### Guardianship Certification Program

- [Guardianship Reporting Requirements](#)

### Data and Research Division

- [Appointments and Fees for Attorney or Guardian Ad Litem, Guardians, Mediators and Competency Evaluators](#)
- [Change in Municipal Judge](#)
- [Court Interpretation Services \(SB 380/HB 3474\) \*NEW\*](#)
- **[District & County Court-Level Reporting \(HB 1182 & HB 2384\) \*NEW\*](#)**
- [Judicial Bypass Cases](#)
- [Judicial Council Trial Court Activity Reports](#)
- [Jury Charges and Sentences in Capital Cases](#)
- [Vexatious Litigants](#)
- [Writs of Attachment](#)

### Legal Program

- [Citation by Publication](#)
- [Protective Order Registry](#)
- [Settlement Database](#)

### Texas Indigent Defense Commission

- [Appointments in Child Protective Services Cases](#)

# District & County Court-Level Reporting



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## DISTRICT & COUNTY COURT- LEVEL REPORTING HOME

[Counties Population Over 1 Million  
Reporting](#)

[Performance Measures for District and  
County Courts](#)

## Reporting for Counties with a Population Over 1 Million

Section 71.035(a) of the Texas Government Code requires counties with a population of at least one million to include additional information in their monthly reports for each district and county court in the county.

Reporting requirements can be found [here](#).

## Monthly Court-Level Reports Submitted

## Performance Measures for District and County Courts

Section 72.083(b) of the Texas Government Code requires the Office of Court Administration to annually collect and publish a report including performance measures for each district court, statutory county court, statutory probate court, and county court. All district, statutory, statutory probate, and county courts will be required to submit annual court level data for the completion of this annual report.

Reporting requirements can be found [here](#).



# District & County Court-Level Reporting

Site Search

Home / Judicial Data / Reporting / District & County Court-Level Reporting / Performance Measures for District & County Courts

## DISTRICT & COUNTY COURT-LEVEL REPORTING HOME

Counties Population Over 1 Million Reporting

**Performance Measures for District & County Courts**

## PERFORMANCE MEASURES FOR DISTRICT & COUNTY COURTS

### Reporting Requirements

Section 72.083(b) of the Texas Government Code requires the Office of Court Administration to annually collect and publish a report including performance measures for each district court, statutory county court, statutory probate court, and county court. All district, statutory, statutory probate, and county courts will be required to submit annual court level data for the completion of this annual report.

The report must include:

1. the court's clearance rate;
2. the average time a case is before the court from filing to disposition; and
3. the age of the court's active pending caseload.

The reporting timeframe for this report is defined as September 1st through August 31st. One report will be submitted for each court for the year.

Reports must be submitted on an annual basis to the Data and Research Division by November 1st. The first report will cover data from March 1, 2024 through August 31, 2024.

### Reporting Instructions & Guidance Documents

[Reporting Instructions](#) 

[Probate/Mental Health Guidance](#) 

[Guidance on Transfers between Courts of the Same Level](#) 

# HB 2384 - PERFORMANCE MEASURES

Section [72.083\(b\)](#) of the Texas Government Code requires the Office of Court Administration to annually collect and publish a report including performance measures for **each** district court, statutory county court, statutory probate court, and county court.

Clerks are required to submit the following information for each district, statutory county, statutory probate, and county court annually:

1. the court's clearance rate;
2. the average time a case is before the court from filing to disposition; and
3. the age of the court's active pending caseload.



# 1. CLEARANCE RATE

- For **each district or county court** in your jurisdiction, report:
  1. The number of **active pending** cases as of September 1
  2. The number of cases **filed** during the year
  3. The number of cases **reactivated** during the year
  4. The number of cases **disposed or adjudicated** (juvenile) during the year
  5. The number of cases placed on **inactive** status during the year
  6. The number of **active pending** cases as of August 31
- Most information **already reported** on Judicial Council Monthly Reports.
- Exception is dispositions/adjudications and pending for probate, guardianship and mental health cases.



## 2. AVERAGE TIME FROM FILING TO DISPOSITION

For **each district or county court** in your jurisdiction, report the number of cases disposed within each timeframe by case type:

**Felony:** 90 Days or Less, 91 to 180 Days, 181 to 365 Days, Over 365 Days, Total Cases.

**Misdemeanor:** 30 Days or Less, 31 to 60 Days, 61 to 90 Days, Over 90 Days, Total Cases.

**Civil:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.

**Family:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.

**Juvenile:** 30 Days or Less, 31 to 90 Days, 91 to 180 Days, Over 180 Days, Total Cases.

**Probate and guardianship and ancillary cases:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.

**Mental health commitments:** 7 Days or Less, 8 to 14 Days, 15 to 21 Days, 22 to 28 Days, Over 28 Days, Total Cases.

- Most information **already reported** on Judicial Council Monthly Reports.
- Exception is probate, guardianship and mental health cases.



## 3. AGE OF COURT'S ACTIVE PENDING CASELOAD

- For **each district or county court** in your jurisdiction, report the age of the active cases pending before the court, as measured by the time from date of filing or reopening to the reporting date (August 31).

**Felony:** 90 Days or Less, 91 to 180 Days, 181 to 365 Days, Over 365 Days, Total Cases.

**Misdemeanor:** 30 Days or Less, 31 to 60 Days, 61 to 90 Days, Over 90 Days, Total Cases.

**Civil:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.

**Family:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.

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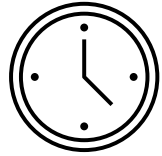
**Probate and guardianship and ancillary cases:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.

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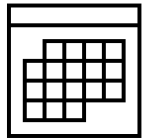
- Timeframes same as those used for Age of Cases Disposed.



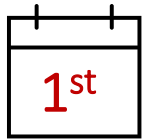
# HB 2384 REPORT INFORMATION



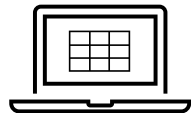
Frequency: Annual



Timeframe: 1<sup>st</sup> Report: March 2024 – August 2024  
Subsequent Reports: September – August (Fiscal Year)



Due Date: November 1<sup>st</sup>



Submission: Excel template provided by OCA

Email to: [data.division@txcourts.gov](mailto:data.division@txcourts.gov)

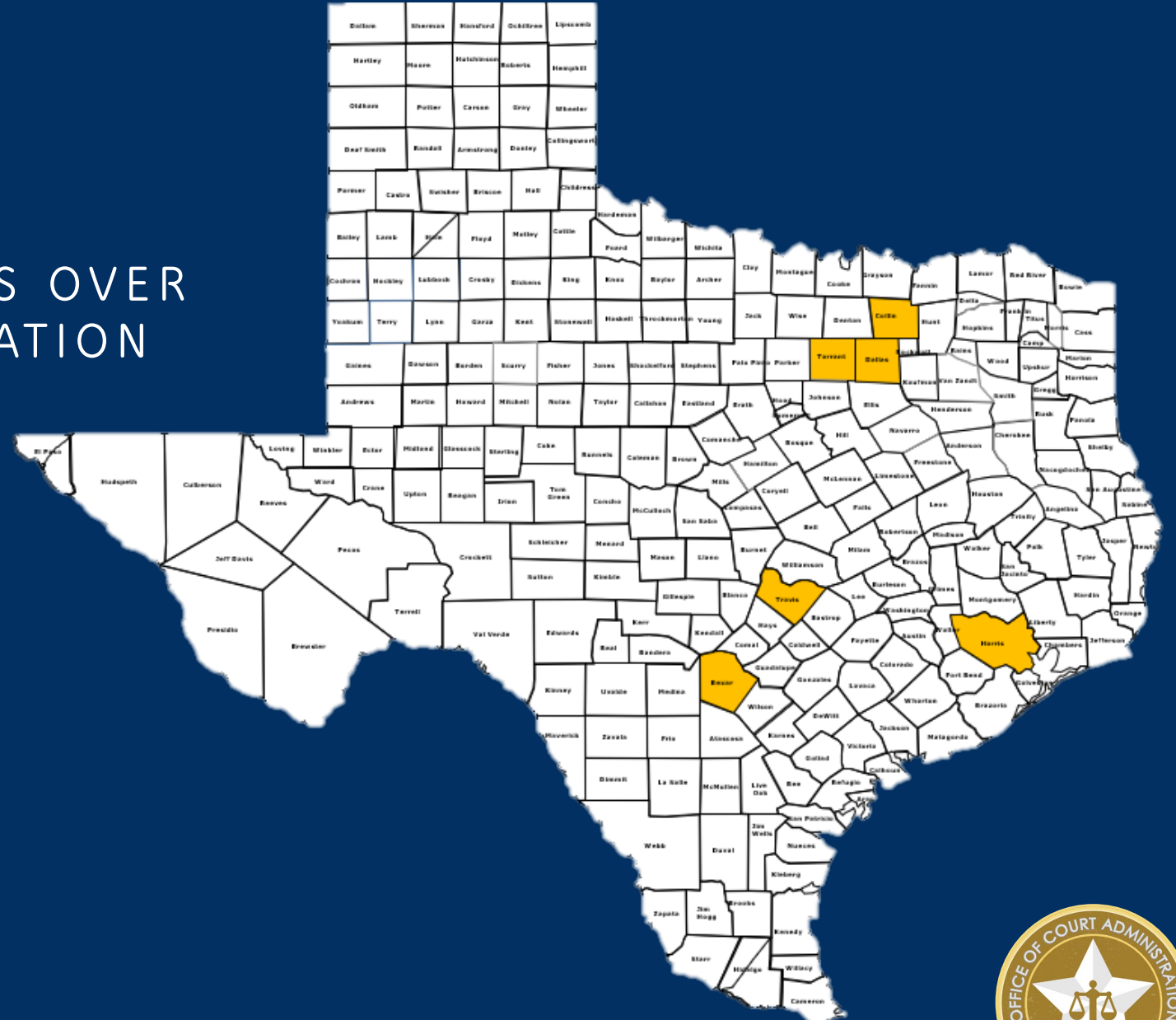




# HB 1182

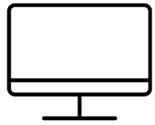
APPLIES TO COUNTIES OVER  
1 MILLION IN POPULATION

- Bexar
- Collin
- Dallas
- Harris
- Tarrant
- Travis

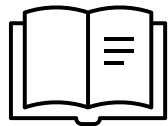




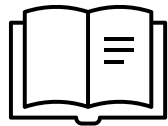
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Posted on [www.txcourts.gov](http://www.txcourts.gov) website



Instructions provide definitions and counting rules for each data element.



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Search

Counties) are now posted.

OCA's [Forms](#) page.



OUR MAILING LIST

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\* Email

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## Reporting to OCA

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### REPORTING TO OCA HOME

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- Guardianship Reporting Requirements
- Judicial Bypass Cases
- Judicial Council Trial Court Activity Reports
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- [District & County Court-Level Reporting \(HB 1182 & HB 2384\) NEW](#)
- [Judicial Bypass Cases](#)
- [Judicial Council Trial Court Activity Reports](#)
- [Jury Charges and Sentences in Capital Cases](#)
- [Vexatious Litigants](#)
- [Writs of Attachment](#)

#### Legal Program

- [Citation by Publication](#)
- [Protective Order Registry](#)
- [Settlement Database](#)

#### Texas Indigent Defense Commission

- [Appointments in Child Protective Services Cases](#)

# District & County Court-Level Reporting



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## DISTRICT & COUNTY COURT- LEVEL REPORTING HOME

[Counties Population Over 1 Million Reporting](#)

[Performance Measures for District and County Courts](#)

### Reporting for Counties with a Population Over 1 Million

Section 71.035(a) of the Texas Government Code requires counties with a population of at least one million to include additional information in their monthly reports for each district and county court in the county.

Reporting requirements can be found [here](#).

### Monthly Court-Level Reports Submitted

### Performance Measures for District and County Courts

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## DISTRICT & COUNTY COURT- LEVEL REPORTING HOME

Counties Population Over 1 Million  
Reporting

Performance Measures for District &  
County Courts

## COUNTIES POPULATION OVER 1 MILLION REPORTING

### Reporting Requirements

Section 71.035(a) of the Texas Government Code requires counties with a population of at least one million to include additional information in their monthly reports for each district and county court in the county.


The reports must include:

1. The number of cases assigned to the court;
2. the case clearance rate for the court;
3. the number of cases disposed by the court;
4. the number of jury panels empaneled for the court;
5. the number of orders of continuance for an attorney before the court or by the court;
6. the number of pleas accepted by the court;
7. the number of cases tried by the judge of the court or before a jury; and
8. the number of cases tried before a visiting or associate judge of the court.

Reports must be submitted to OCA no later than the 20th day of the month following the month reported.

Reporting by court will begin April 2024 starting with March 2024 data. OCA will publish the information every month at the link below. In the interim, the current District Court and County Court Monthly Court Activity Reports containing countywide information will be posted for each county.

### Reporting Instructions and Guidance Documents

[Reporting Instructions](#) 

[Probate/Mental Health Guidance](#) 

[Guidance on Transfers between Courts of the Same Level](#) 

# HB 1182

Section [71.035\(a\)](#) of the Texas Government Code requires counties with a **population of at least one million** to include additional information in their monthly reports for **each district and county court** in the county.

1. The number of cases assigned to the court;
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6. the number of pleas accepted by the court;
7. the number of cases tried by the judge of the court or before a jury; and
8. the number of cases tried before a visiting or associate judge of the court.

**1, 2, 3, 4 and 6 already captured at county level.**

**5, 7 and 8 are new.**



# NEW - ORDERS OF CONTINUANCE

Report:

1. The number of rulings or orders **granting continuance for an attorney in cases set for trial** during the month.
2. The number of rulings or orders **denying continuance for an attorney in cases set for trial** during the month.

Does not include routine resets or amended scheduling orders.

HB 1182



# NEW – CASES TRIED BY DIFFERENT JUDGES

Report the number of bench trials and jury trials held in the court by

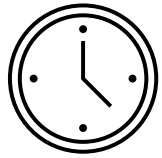
1. an elected judge
2. an associate judge, magistrate, or other county-employed judicial officer
3. a visiting judge on short term assignment
4. a visiting judge on long term assignment

long-term assignment to impact courts/dockets, COVID backlog-related dockets, or resulting from the retirement, resignation, or prolonged illness (exceeding 2 weeks) of the judge; suspension of the judge by the State Commission on Judicial Conduct; or the creation of a new bench in which an appointment has not been made.

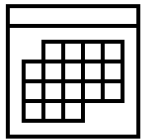




# HB 1182 REPORT INFORMATION



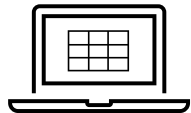
Frequency: Monthly



Timeframe: 1<sup>st</sup> to last day of the previous month



Due Date: 20<sup>th</sup> of each month



Submission: Excel template provided by OCA

Email to: [data.division@txcourts.gov](mailto:data.division@txcourts.gov)





# HB 1182 PUBLISHING REPORTS

... a court official for each court in the county shall submit to the appropriate county official for publication on the county's public Internet website a copy of each monthly report required...

OCA will post reports monthly at the following site:



Home Courts Rules & Forms Organizations Publications & Training Programs & Services **Judicial Data** eFile Texas Media

## Statistics & Other Data

Home / Judicial Data / Statistics / District & County Court-Level Reporting / Monthly Court-Level Reports, Counties with Population Over 1 Million

**STATISTICS HOME**

- Administrative Judicial Region Activity
- Annual Statistical Reports
- Appointments & Fees
- Backlog Data
- Bail Statistics and Dashboard
- Court Activity Database
- Court Interpretation Services
- Court Security Incidents
- District & County Court-Level Reporting
  - Monthly Court-Level Reports, Counties with Population Over 1 Million**
- Hate Crimes
- Information on Texas Judges
- Judicial Bypass Cases
- Judicial Salaries & Turnover
- Jury Charges & Sentences in Capital Cases
- National Statistics
- Writs of Attachment

**MONTHLY COURT-LEVEL REPORTS, COUNTIES WITH POPULATION OVER 1 MILLION**

### Monthly Court-Level Reports

Reporting by court will begin early 2024. In the interim, the current District Court and County Court Monthly Court Activity Reports containing countywide information will be posted for each county.

Month	Harris County	Dallas County	Tarrant County	Bexar County	Travis County	Collin County
September 2023	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>
	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>
October 2023	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>
	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>
November 2023	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>
	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>
December 2023	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>	<a href="#">District</a>
	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>	<a href="#">County</a>



# HB 1182 PUBLISHING REPORTS

Counties can link to the OCA website to be in compliance with this section of the statute.

Reports from September 2023 to February 2024 will be posted as the Monthly Court Activity Reports submitted to OCA at the county level.

Reports from March 2024 forward will be posted at the court level.



# QUESTIONS

Please review instructions and other guidance documents before submitting questions.

If you do not see the answer email:

[JudInfo@txcourts.gov](mailto:JudInfo@txcourts.gov)

