



THE MISSION OF OCA IS...
TO PROVIDE RESOURCES AND INFORMATION FOR THE EFFICIENT
ADMINISTRATION OF THE JUDICIAL BRANCH OF TEXAS

Justice of the Peace Judicial Council Monthly Court Activity Reports

Presented by:
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Office of Court Administration (OCA)



Judicial Information Section

- ▶ Collects, analyzes and publishes court activity statistics, directory and other information received from approximately 2,650 courts
- ▶ Provides assistance to court staff, case management vendors and local information technology staff on report guidelines and submissions



Today's Topics

- ▶ Background Information on Reports
- ▶ Reporting
 - ▶ Reporting Requirements
 - ▶ Important Case Category Definitions
 - ▶ Submitting Reports
 - ▶ Reviewing the Report
- ▶ Resources



Background Information



Who Decides What Data Will Be Collected

- ▶ Texas Judicial Council: policymaking body for the judicial branch, consists of 22 judicial, legislative, and citizen members
- ▶ Since 1929, one of its primary duties has been to gather judicial statistics from judges and other court officials (Government Code section 71.035(a))
- ▶ Judicial Council, assisted by OCA, is the only entity that collects comprehensive statistics on the operation of the Texas courts



Legal Requirements

- ▶ **Sec. 71.035(b), Texas Government Code:** Judge/clerk must submit monthly report as duty of office – even when there is no activity to report
- ▶ **Ch. 171, Texas Administrative Code:** Report is due no later than the 20th of each month (e.g., report for July is due August 20)



Legal Requirements

- ▶ **Sec. 71.0352, Texas Government Code:** justice courts must report number of cases filed for:
 - ▶ Failure to attend school
 - ▶ Parent contributing to nonattendance
 - ▶ Violation of local daytime curfew

AND....



Legal Requirements

- ▶ In cases where child fails to obey order of court under circumstances that would constitute contempt of court, the number of instances in which child is
 - ▶ Referred to juvenile court for delinquent conduct (Art. 45.050(c)(1), Code of Criminal Procedure)
 - ▶ Held in contempt, fined, or denied driving privileges (Art. 45.050(c)(2), Code of Criminal Procedure)



Scope of Information

- ▶ Report is not all encompassing
- ▶ Judge-centered
- ▶ Measures inputs and outputs
- ▶ Includes categories added by Legislature that help make decisions on jurisdiction, structure and needs of the court system



Importance of Case Activity Data

- ▶ Data can be used as a management and planning tool to objectively assess:
 - ▶ workload
 - ▶ trends in case activity
 - ▶ court performance



Importance of Case Activity Data

- ▶ Allows policymakers to recognize an emerging problem, develop solutions to address it, and evaluate whether the solutions are working; and
- ▶ Are available to the general public.



Reporting Requirements



Required Reporting Website

<http://www.courts.state.tx.us/oca/required.asp>

- ▶ Required Reporting contains:
 - ▶ Forms
 - ▶ Instructions
 - ▶ Frequently Asked Questions
 - ▶ XML Specifications and XML Tester
 - ▶ Spreadsheet with DPS codes classified by OCA case category
 - ▶ List of common problems with the reports to watch out for



Required Reporting Website

- ▶ Should bookmark website as a “favorite” so that you can check for updates

Justice and Municipal Court Monthly Case Activity Reports [...top...](#)

Percentage of Criminal Dispositions Reported under All Other Dispositions, by Court: Justice Courts [xls](#) Municipal Courts [xls](#)

Justice Courts (for September, 2013 reports and beyond):

Form [\[pdf\]](#) | [\[xls\]](#) | [\[Instructions\]](#) | [\[Frequently Asked Questions\]](#) | XML Specifications [\[pdf\]](#) -
Instructions Updated 01/29/2014

Justice Courts (for reports prior to September, 2013):

Form [\[pdf\]](#) | [\[xls\]](#) | [\[Instructions\]](#) | [\[Case category charts\]](#) | [\[Frequently Asked Questions\]](#) | XML Specifications [\[pdf\]](#) -
Instructions Updated 01/29/2014

FOR CASES FILED ON OR AFTER AUGUST 31, 2013

[Justice Court Civil Case Information Sheet](#)
Type-In Version [\[Word\]](#) [\[pdf\]](#)
Print and Fill Out Version [\[Word\]](#) [\[pdf\]](#)

Municipal Courts:

Form [\[pdf\]](#) | [\[xls\]](#) | [\[Instructions\]](#) | [\[Case category charts\]](#) | [\[Frequently Asked Questions\]](#) | XML Specifications [\[pdf\]](#)

List of Changes Made to XML Specifications [\[pdf\]](#) - Updated 5/7/13!

DPS Violation Codes Categorized by OCA Case Category: [\[xls\]](#) - Updated 9/14/2011

Common Problems with Texas Judicial Council Justice Court and Municipal Court Monthly Court Activity Reports

Frequently Asked Questions – Online Report Submission

Frequently Asked Questions – XML File Submission - Updated 5/12/14



Required Reporting Website

- ▶ Updates within the instructions will be highlighted in **yellow**

Line 3. CASES REACTIVATED

Report the number of cases **in which a judgment had not been entered** that had previously been placed in an inactive pending status, but for which further court proceedings and activities can now be resumed so that a judgment may be entered in the case.

This category includes:

- Cases in which the defendant was apprehended
 - and posted bond to appear at court or
 - was arraigned and magisterated;
- • Cases in which the warrant was returned unexecuted, but the case is being reactivated for dismissal due to the statute of limitations expiring or because the defendant is deceased;
- Cases that had been reported to the OmniBase (Texas Department of Public Safety) program, to the Scofflaw program (Texas Department of Transportation Vehicle Titles and Registration Division), to the Nonresident Violator Compact Program, or to a collections agency for failure to appear:



Reporting Requirements

- ▶ A report must be submitted for **EACH** month, even if court had no activity
- ▶ Keep copies of any reports run from **your** case management system for a minimum of 2 years



Reporting Requirements

- ▶ All sections of the report must be submitted EVERY month, even if the court had no activity
- ▶ Civil Section was revised effective September 1, 2013
- ▶ New Justice Court Civil Case Information Sheet effective August 31, 2013



Reporting Requirements

Civil Section Category Changes

Effective September 1, 2013

CIVIL SECTION

Court		Debt Claim	Landlord/Tenant	Small Claims
Month	Year			



Reporting Requirements

Civil Section Category Changes

If your court was unable to reclassify cases pending on or before August 31, 2013 into the new categories, the pending cases should be reported as pending or disposed on or after September 1, 2013 as follows:

Old Category	New Category
Small Claims	Small Claims
Evictions	Landlord/Tenant
Other Civil Suits	Small Claims



Reporting Requirements

- ▶ Civil Case Information Sheet:
 - ▶ Required by Rule of Civil Procedure 502
 - ▶ Must be completed and submitted by the petitioner or their representative when an original petition is filed to initiate a new suit
 - ▶ Best information at the time of filing
 - ▶ Is intended to collect information used for statistical purposes only



Reporting Requirements - Cases Involving Juveniles/Minors

- ▶ New cases filed involving juveniles/minors are reported twice:
 - ▶ As a New Case Filed under the appropriate case category in Criminal Section
 - ▶ In 1 of first 9 case categories, or under Parent Contributing to Non-Attendance, in Juvenile Section



Cases Involving Juveniles/Minors

Report as New Case in both Criminal & Juvenile Section

1. Transportation Code Cases Filed	
2. Non-Driving Alcoholic Beverage Code Cases Filed	
3. Driving Under the Influence of Alcohol Cases Filed	
4. Drug Paraphernalia Cases Filed (HSC, Ch. 481)	
5. Tobacco Cases Filed (HSC, Sec. 161.252)	
6. Failure to Attend School Cases Filed (Ed.Code, Sec. 25.094)	
7. Education Code (Except Failure to Attend) Cases Filed	
8. Violation of Local Daytime Curfew Ordinance Cases Filed <small>341.905)</small>	(Local Govt. Code, Sec.
9. All Other Non-Traffic Fine-Only Cases Filed	
16. Parent Contributing to Nonattendance Cases Filed (Ed. Code, Sec. 25.093)	



Definitions - Pending Cases

- ▶ Pending means that a final judgment has not been entered in the case
- ▶ Criminal and Civil Sections carry forward pending case balances at the end of one month to the beginning of the next month



Pending Cases

- ▶ Pending cases are broken out between
 - ▶ Active Cases
 - ▶ Inactive Cases

Active Cases + Inactive Cases = Total Pending Cases



Active Pending Cases

- ▶ Cases awaiting entry of a judgment that the court is able to move to disposition (entry of a final judgment)



Inactive Pending Criminal Cases

- ▶ Cases awaiting a final judgment that the court is unable to move to disposition
 - ▶ Cases in which an arrest warrant or directive to apprehend has been issued;
 - ▶ Cases reported to OmniBase (Texas Department of Public Safety) program, to Scofflaw program (Texas Department of Motor Vehicles), or to a collections agency for failure to appear;



Inactive Pending Criminal Cases

- ▶ Cases in which a defendant is being held elsewhere on state or federal charges;
- ▶ Cases stayed due to a question of mental illness or intellectual disability/developmental disability (also known as mental retardation);
- ▶ Cases stayed while a defendant undergoes temporary or extended inpatient mental health treatment; and
- ▶ Cases in which the defendant is otherwise unavailable for adjudication



Inactive Pending Criminal Cases

- ▶ Cases in which a capias pro fine is issued **ARE NOT** inactive pending cases
 - ▶ a judgment (conviction) has been entered in the case
 - ▶ the case should have been reported as disposed when final judgment was entered
 - ▶ the case will no longer be counted in the filings and dispositions section of the report unless a motion for new trial is granted or the case is remanded after an appeal



Inactive Pending Criminal Cases

- ▶ Capias pro fines will be reported in the Additional Activity Section on Line 3

ADDITIONAL ACTIVITY			
Court			
Month	Year	NUMBER GIVEN	NUMBER REQUESTS FOR COUNSEL
1. Magistrate Warnings:			
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			
c. Felonies			
			TOTAL
2. Arrest Warrant Issued:			
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			
c. Felonies			
3. Capias Pro Fine Issued			



Inactive Pending Civil Cases

- ▶ This category includes, but is not limited to:
 - ▶ Cases ordered to arbitration
 - ▶ Cases in which a notice or suggestion of bankruptcy is filed
 - ▶ Cases delayed due to the Soldiers' & Sailors' Civil Relief Act
 - ▶ Cases in which a suggestion of death is filed
 - ▶ All other cases ordered abated by a judge.



Definitions - Cases Reactivated

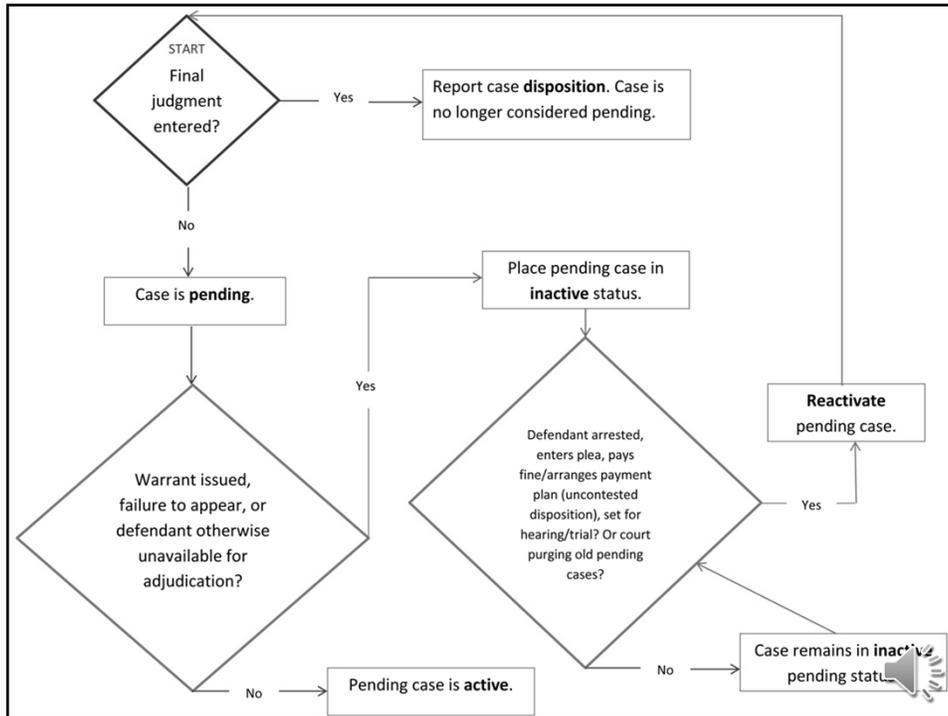
- ▶ Cases that had previously been placed in an inactive pending status, but for which further court proceedings and activities can now be resumed so that a judgment may be entered in the case



Cases Reactivated

- ▶ **MUST** count an inactive pending case as **Reactivated** before it can be reported as disposed
- ▶ Print out and refer to the flow chart on the next page





Pending Cases

- ▶ Cases pending end of month and cases pending beginning of following month should theoretically be the same
- ▶ May not match for various reasons: cases were not processed/updated in case management in timely manner; corrections were made to cases that had been reported in previous month



Definitions - Docket Adjustments

- ▶ If cases pending from one month to the next are not equal, docket adjustment must be entered to account for the **difference**
- ▶ Docket adjustments are meant to account for **minor fluctuations** in the pending inventory from one month to the next



Docket Adjustments

- ▶ Docket adjustment line is only in online reporting system, not on reporting form

Reporting Form

I. Total Cases Pending First of Month:

- | |
|-------------------|
| a. Active Cases |
| b. Inactive Cases |

On-line Reporting

CASES ON DOCKET	TRAFFIC MISDEMEANORS			NON-TRAFFIC MISDEMEANORS		
	Non-Parking	Parking	County Ordinance	Penal Code	Other State Law	County Ordinance
CASES PENDING FIRST OF MONTH <i>(Equals total cases pending end of previous month.)</i>	4778	3	0	1350	2292	1
DOCKET ADJUSTMENTS						
1. CASES PENDING FIRST OF MONTH (Adjusted)	4778	3	0	1350	2292	1
a. Active Cases	1917	3	0	547	1281	1
b. Inactive Cases	2861	0	0	803	1011	0



Docket Adjustments

- ▶ Docket adjustments to increase balances are usually caused by new cases not entered prior to a report being run.
- ▶ Docket adjustments to decrease balances are usually caused by dispositions not entered prior to a report being run.
- ▶ Docket adjustments can usually be prevented. Set time frame when all cases must be updated in the case management software system so accurate report can be run.



Docket Adjustments

- ▶ **Large** docket adjustments must be accounted for in the Notes Section at bottom of report
 - ▶ Most typical causes:
 - ▶ Audit/validation of case inventory
 - ▶ Conversion to new case management system
 - ▶ Dispositions entered on old cases that had judgments but had not been updated in the case management system
 - ▶ Purging cases in which statute of limitations has expired



Docket Adjustments

- ▶ To **increase** number of cases pending in a certain case category, enter the number of cases you need to increase the category by
 - ▶ Do not enter plus sign (+)
- ▶ To **decrease** number of cases pending, enter the number of cases you need to decrease the category by
 - ▶ You must enter a minus sign (-)



Docket Adjustments

- ▶ **Do not** enter the numbers that you want the total pending, active pending, or inactive pending cases to be
- ▶ Doing this could result in inadvertently doubling court's reported pending caseload



Docket Adjustments - Incorrect

CASES ON DOCKET	TRAFFIC MISDEMEANORS		
	Non-Parking	Parking	County Ordinance
CASES PENDING FIRST OF MONTH <i>(Equals total cases pending end of previous month.)</i>	4778	528	99
DOCKET ADJUSTMENTS	4925	515	75
1. CASES PENDING FIRST OF MONTH (Adjusted)	9703	1043	174
a. Active Cases	6842	1043	174
b. Inactive Cases	2861	0	0



Docket Adjustments - Correct

CASES ON DOCKET	TRAFFIC MISDEMEANORS		
	Non-Parking	Parking	County Ordinance
CASES PENDING FIRST OF MONTH <i>(Equals total cases pending end of previous month.)</i>	4778	528	99
DOCKET ADJUSTMENTS	147	-13	-24
1. CASES PENDING FIRST OF MONTH (Adjusted)	4925	515	75
a. Active Cases	2064	515	75
b. Inactive Cases	2861	0	0

This large adjustment also requires an explanation



Docket Adjustments

- ▶ If cases are entered in Docket Adjustment line, the Active Pending Cases line will automatically change
- ▶ Adjust the numbers in the Active Pending Cases line if necessary to match the report from your case management system



Definitions - Disposition

- ▶ Report captures final outcome of the **adjudication** (conviction, acquittal, dismissal, dismissal after completing DSC or deferral, etc.)
- ▶ Case reported disposed when the judge signs the final judgment or a sentence is otherwise imposed



Disposition

- ▶ The date of disposition is the date the judgment was signed
- ▶ Report only 1 disposition (final judgment) per case



Disposition

- ▶ Does NOT mean that defendant has satisfied all obligations in case (fines, fees, court costs, community service, etc.)
- ▶ A conviction is a conviction, whether or not the defendant pays the fine
- ▶ Compliance dismissals are NOT satisfied until the defendant provides proof of compliance



Submitting Reports



CARD – Court Activity and Reporting Directory System

<http://card.txcourts.gov>

THE TEXAS OFFICE OF COURT ADMINISTRATION
Court Activity Reporting and Directory System

Build Version 1.1.4707.27725 [Help](#)

[Public Judicial Directory](#)

A Login ID is not needed to access public information.

Public Court Activity Data:
New Data (District/County Courts for 9/1/10 and later & Justice/Municipal Courts for 9/1/11 and later):
[Run Reports](#) [Ad Hoc Search](#)

Old Data (District/County Courts Prior to 9/1/10 & Justice/Municipal Courts Prior to 9/1/11):
[Run Reports](#) [Ad Hoc Search](#)

Login ID:
Password:

[Login](#)

[Forgotten Password?](#) [Expired Password?](#)

For assistance with logins IDs or other technical issues, email the [Help Desk](#).
For assistance with reporting questions, email the [Reporting Section](#)
or call the Office of Court Administration at (512) 462-1625.



CARD – Court Activity and Reporting Directory System

- ▶ Courts or the public can get reports with the most up-to-date data (no login required)
- ▶ Courts log in to submit the monthly reports
 - ▶ Electronically via XML report, or
 - ▶ Data Entry



Case Management Systems

- ▶ The vendor/local IT staff creates the codes used in your system to track the information; OCA does not create or specify codes to be used in the case management systems
- ▶ The vendor/local IT staff responsible for all programming of the system and all programming to produce the necessary reports (including producing an XML file to report data to OCA)



Submitting Reports

All courts must submit the report online unless a waiver has been received from OCA to send the report to our office for data entry

To obtain a Login ID and password, or for password resets, contact OCA's **Service Desk**:

(512) 463-1642

Or

service.desk@txcourts.gov



Submitting Reports

- ▶ Using court's unique 9 digit login ID and password, login to submit the monthly report
- ▶ Each court has only one login ID, so if individuals share the responsibility of submitting the report, they will share the password



Court's Main Page

THE TEXAS OFFICE OF COURT ADMINISTRATION Court Activity Reporting and Directory System

Build Version 1.1.5267.15132

Last Login: 5/20/2014 1:39:50 PM

[Logout](#) | [Help](#)



Bexar County

Justice of the Peace:

Precinct 1 Place 1

3505 Pleasanton Rd
San Antonio, Texas
78221

September 2013	Criminal	Civil	Juvenile	Additional
October 2013	Criminal	Civil	Juvenile	Additional
November 2013	Criminal	Civil	Juvenile	Additional
December 2013	Criminal	Civil	Juvenile	Additional

Note: Any link highlighted in red above indicates that the report has errors that must be corrected.

Add New
Monthly Report

Monthly Report
Search and Edit -
New Data

View Electronic
Submission

Run Report -
New Data

Run Report - Old
Data



Court's Main Page

- ▶ All reports/sections submitted in the current fiscal year are displayed
- ▶ Sections with errors will display in **RED**
- ▶ On October 1st of each year, the page resets to show reports received for the next fiscal year



Court's Main Page

- ▶ **Add New Monthly Report** – to manually enter a report
- ▶ **View Electronic Submission** – to upload a report (XML file)
- ▶ **Search and Edit – New Data** – reports submitted for Sept. 2011 and later may be viewed and edited
- ▶ **Run Report – New Data** – reports may be run for Sept. 2011 to present
- ▶ **Run Report – Old Data** – reports may be run for Sept. 1992 through Aug. 2011



Manually Entering a Report

- ▶ Select *Add New Monthly Report*



Manually Entering a Report

- ▶ Only enter a number where you have activity to report
- ▶ Once you click on Submit, the system will automatically fill in zeroes where there is nothing reported



Add New Monthly Report

- ▶ Remember to enter reports sequentially

[Justice of the Peace Main Menu](#) > [Monthly Report Search](#) > Monthly Report

Year:

Month:

Precinct 3 Place 1

JUDGE:

Margie Anderson

The previous month has not been submitted. Please submit the previous month before continuing.

Section:



Uploading a Report

<http://www.courts.state.tx.us/oca/required.asp>

- ▶ XML specifications used by local IT staff or case management vendor to set up the report you can upload
- ▶ Frequently Asked Questions – Online Report Submission and XML File Submission
- ▶ Validate XML file format



Uploading a Report

▶ *Hints:*

- ▶ Your file must be formatted properly to successfully upload
- ▶ You do not need to open each section and click on Submit at the bottom



Uploading a Report

- ▶ Select *View Electronic Submission*



Uploading an XML file

- ▶ Browse to find report on your computer or computer network
- ▶ Click on Submit – goes to Criminal Section if no errors in the file

Electronic File Submission
Build Version 1.1.4287.23278 Last Login: 10/3/2011 10:32:29 AM

Municipal Main Menu > File Submission

Electronic File:



Uploading an XML file

- ▶ The XML file is saved from your case management software
- ▶ If you do not know where the XML file is stored on your computer, you will need to contact the vendor or local IT staff for assistance



Uploading an XML File

- ▶ Reports must be uploaded in chronological order (Sept. then Oct., etc.)

Electronic File:

Browse...

Error:

The previous month has not been submitted. If no reports have been submitted this fiscal year please submit September.

Cancel Submit



Uploading an XML File

- ▶ Successful upload of file does not mean that there are not errors in file
- ▶ You should review what has been loaded into the database and compare it to the report generated from your case management system



Uploading an XML file

- ▶ XML file that is not properly formatted or is missing critical information will not upload and an error message will be received
- ▶ The vendor/local IT staff must correct the file



Document Unusual Activity

- ▶ Use the **Notes Section** at the bottom of each section to account for unusual or inconsistent reporting figures such as
 - ▶ Large docket adjustments after validation of pending case numbers or due to conversion to new case management system
 - ▶ Large number of dismissals when prosecutor clears old cases from docket
 - ▶ Higher or lower number of cases reported in a category due to unusual circumstance (police no longer writing tickets, warrant roundup or amnesty program, spring break)



Document Unusual Activity

The screenshot displays a web-based reporting interface for a court system. The main area contains a table with various case categories and their corresponding counts. At the bottom of the form, there is a 'Notes' field with a text input area and a 'Prepared By' field. A black arrow points to the 'Notes' field, highlighting it as the location where unusual activity should be documented.

Category	Count	Count	Count	Count	Count
6. After Tobacco Assessment Course (DCA Sec. 40-202)	0	0	0	0	0
7. After Treatment for Chemical Dependency (DCA Sec. 40-203)	0	0	0	0	0
8. After Proof of Financial Responsibility (DCA Sec. 40-204)	0	0	0	0	0
9. All Other Transportation Code Dismissals	1	0	0	0	0
10. TOTAL CASES DEPOSITED	20	0	0	0	1
11. ALL OTHER DEPOSITIONS	20	0	0	0	1
12. CASES PLACED ON INACTIVE STATUS	0	0	0	0	0
13. CASES PENDING END OF MONTH	1605	3	0	0	30
14. Active Cases	1603	3	0	0	30
15. Inactive Cases	2	0	0	0	0
16. INACTIVE CASES REINVESTED FIELD	0	0	0	0	0
17. CASES APPEALED	0	0	0	0	0
18. After Trial	0	0	0	0	0
19. Without Trial	0	0	0	0	0



Provide Name of Contact Person

- ▶ **Prepared By:** should be the name of the person OCA can contact if we have questions

Prepared By:



Submitting a Report: Hints

- ▶ After you enter a report, make sure you receive the "saved successfully" message
- ▶ If filing via XML, you do not need to click on submit for each section



Always Review Your Reports

A report that is out of balance will be flagged in red on both the court's main page and the section that is out of balance.

Build Version 1.1.5267.15132 Last Login: 4/10/2014 12:44:52 PM [Logout](#) [Help](#)



Bexar County
Justice of the Peace:
Precinct 3 Place 1
8918 Tesoro Dr, Ste 300
San Antonio, Texas
78217

September 2013	Criminal	Civil	Juvenile	Additional
October 2013	Criminal	Civil	Juvenile	Additional
November 2013	Criminal	Civil	Juvenile	Additional
December 2013	Criminal	Civil	Juvenile	Additional
January 2014	Criminal	Civil	Juvenile	Additional
February 2014	Criminal	Civil	Juvenile	Additional
March 2014	Criminal	Civil	Juvenile	Additional
April 2014	Criminal	Civil	Juvenile	Additional

THE TEXAS OFFICE OF COURT ADMINISTRATOR
Court Activity Reporting and Directory System

Build Version 1.1.5267.15132 Last Login: 4/10/2014 12:44:52 PM

Justice of the Peace: Precinct 3 Place 1
Judge: William Donovan
Clerk:

[JP Main Menu](#) > [Monthly Report Search](#) > [Monthly Report](#)

Criminal
Civil
Juvenile

620150031, Bexar County, Precinct 3 Place 1: September 2013

Out of Balance - Negative Numbers Found

CASES ON DOCKET	Non-Parking
CASES PENDING FIRST OF MONTH <small>(Equals total cases pending end of previous month.)</small>	48952
DOCKET ADJUSTMENTS	
1. CASES PENDING FIRST OF MONTH (Adjusted)	0

Out of Balance

When a report is out of balance, look for the numbers/messages in **RED**

TRAFFIC MISDEMEANORS			NON-TRAFFIC MISDEMEANORS		
Non-Parking	Parking	County Ordinance	Penal Code	Other State Law	County Ordinance
48952	-44	693	9916	4045	-10
	Invalid				Invalid
-48952	-55	-693	-9916	-4045	-90
0	-99	0	0	0	-100
0	-99	0	0	0	-100
	Invalid				Invalid
0	0	0	0	0	0

Out of Balance

- ▶ Reports that are out of balance should be corrected before submitting any subsequent months

September 2012	Criminal	Civil	Juvenile	Additional
October 2012	Criminal	Civil	Juvenile	Additional
November 2012	Criminal	Civil	Juvenile	Additional
December 2012	Criminal	Civil	Juvenile	Additional
January 2013	Criminal	Civil	Juvenile	Additional
February 2013	Criminal	Civil	Juvenile	Additional
March 2013	Criminal	Civil	Juvenile	Additional
April 2013	Criminal	Civil	Juvenile	Additional
May 2013		Civil	Juvenile	Additional

Add New
Monthly Report

Monthly Report
Search and Edit -
New Data

View Electronic
Submission

Run Report -
New Data

Run Report - Old
Data



Reviewing the Report

"Quality Means Doing it Right When No One is Looking"
(Henry Ford)



Reviewing the Report

- ▶ Review your submitted report **each month** for accuracy, particularly if you upload your report, even if it is not out of balance



Look for:

- ▶ Any reports that are out of balance (**red**)
- ▶ Filings, docket adjustments, dispositions, or pending case numbers that are too low, too high, or that do not make any sense. A typo may have been entered, or a set of figures may have been entered into the wrong line.
- ▶ No new cases filed or no dispositions



Look for:

- ▶ Docket Adjustments – is an explanation needed?
- ▶ Uncontested Dispositions vs. Trials – no or low number of Uncontested Dispositions; number of trials should most likely be much lower than number of uncontested dispositions
- ▶ Compliance Dismissals – missing or obviously too low or too high?



Look for:

- ▶ Negative pending cases
- ▶ Uploaded information that does not match the report generated from your case management system
- ▶ Uploaded report that shows zeroes in all lines except pending cases and Total Cases on Docket



Look for:

- ▶ Errors in lines involving dollar amounts: \$0 collected, dollar amounts including cents
- ▶ Dollar amounts entered in lines that capture a count of cases
 - ▶ Cases satisfied by community service
 - ▶ Cases satisfied by jail credit
 - ▶ Cases in which amounts waived for indigency



Look for:

- ▶ Too many cases reported in All Other Dispositions. This category should rarely be used.
 - ▶ Examples include:
 - ▶ Transfer to another justice court
 - ▶ Transfer to juvenile court (mandatory or discretionary) (Family Code, Sec. 51.08(b)(1) or (2))
 - ▶ Dismissal for completion of a hunter's safety course



Look for:

- ▶ Dismissal for completing a driving safety course or motorcycle operator training and safety course for a county (not state law) traffic offense;
- ▶ Compliance dismissal for charge of expired certificate of number (Parks and Wildlife Code, Sec. 31.127(f)).
- ▶ Probationary or compliance dismissals that do not fit into one of the other disposition categories



Look for:

- ▶ Examples of cases incorrectly reported under All Other Dispositions:
 - ▶ Cases where a disposition code was entered but no judgment date or vice versa
 - ▶ Dismissals on old cases
 - ▶ Uncontested Dispositions (paid fine (or requested payment plan) without appearing before judge)



Look for:

- ▶ Docket Adjustments – is an explanation needed?
- ▶ Uncontested Dispositions vs. Trials – number of trials should most likely be much lower than number of uncontested dispositions
- ▶ Compliance Dismissals – missing or obviously too low or too high?



Look for:

- ▶ Ratio of filings to dispositions
- ▶ Missing information in Juvenile/Minor Activity section (juvenile case types)
- ▶ Missing information in Additional Court Activity Section (magistrate warnings, arrest warrants, etc.)
- ▶ Community Service and Jail Credit – are you reporting only when case is satisfied in full?



Reviewing the Monthly Report

- ▶ Refer to the report instructions at www.courts.state.tx.us/oca/required.asp to determine what should be reported where
- ▶ Contact your software vendor if obvious programming issues are found
- ▶ Contact OCA if you have questions or need our assistance



Annual Data Verification

- ▶ Letter with a copy of the report combining all months submitted will be sent to the court for verification of the data in October
- ▶ Corrections must be made to individual months



Correcting the Report

"A man who has committed a mistake and doesn't correct it, is committing another mistake" (Confucius)



Correcting the Monthly Report After Review

- ▶ Corrections:
 - ▶ May be made by uploading a corrected XML file or by manually changing the number(s)
 - ▶ May not be made to the annual totals but must be made in each month a correction is needed



Correcting the Monthly Report After Review

- ▶ Corrections:
 - ▶ Must be made sequentially in the Criminal and Civil Sections because of pending case balances
 - ▶ Need to be reviewed just like when the report was originally submitted to ensure accuracy
 - ▶ Require review of any subsequent months that were already entered to check for docket adjustments



Correcting the Monthly Report After Review

- ▶ If docket adjustments were entered in a month because a section or sections was skipped, once the missing section is submitted, corrections will need to be made to those sections in the subsequent months already entered



Correcting the Monthly Report After Review

► Example of sections that were skipped

September 2013	Criminal	Civil	Juvenile	Additional
October 2013	Criminal	Civil	Juvenile	Additional
November 2013	Criminal	Civil	Juvenile	Additional
December 2013	Criminal	Civil	Juvenile	Additional
January 2014	Criminal	Civil	Juvenile	Additional
February 2014	Criminal		Juvenile	Additional
March 2014				Additional
April 2014	Criminal	Civil	Juvenile	Additional
May 2014	Criminal	Civil	Juvenile	Additional
June 2014	Criminal	Civil	Juvenile	Additional

Note: Any link highlighted in red above indicates that the report has errors that must be corrected.



Correcting the Monthly Report After Review

► Example of docket adjustments entered to add pending balances

	Criminal	Civil	Juvenile	Additional		
620150041, Bexar County, Precinct 4 Place 1: April 2014						
	TRAFFIC MISDEMEANORS			NON-TRAFFIC MISDEMEANORS		
CASES ON DOCKET	Non-Parking	Parking	County Ordinance	Penal Code	Other State Law	County Ordinance
CASES PENDING FIRST OF MONTH <i>(Equals total cases pending end of previous month.)</i>						
DOCKET ADJUSTMENTS	50812	261	17	8544	6671	112
1. CASES PENDING FIRST OF MONTH (Adjusted)	50812	261	17	8544	6671	112



Resources



Resources

- ▶ **Court Activity Reporting and Directory System**
<http://card.txcourts.gov>
- ▶ **Required Reporting Website**
<http://www.courts.state.tx.us/oca/required.asp>
- ▶ **Texas Judicial System Annual Report**
<http://www.courts.state.tx.us/pubs/annual-reports.asp>

Resources

► Publications, Forms and Online Information

<http://www.txcourts.gov/pubs/pubs-home.asp>

► Texas Justice Court Training Center

<http://www.tjctc.org/>

► OCA Website

<http://www.courts.state.tx.us/oca/oca/home.asp>



Directory Search

<http://card.txcourts.gov/DirectorySearch.aspx>

► Click on *Public Judicial Directory*

THE TEXAS OFFICE OF COURT ADMINISTRATION
Court Activity Reporting and Directory System

Build Version 1.1.5268.15984 Help

↓

[Public Judicial Directory](#)

A Login ID is not needed to access public information.

Public Court Activity Data:

New Data (District/County Courts for 9/1/10 and later & Justice/Municipal Courts for 9/1/11 and later):

[Run Reports](#) [Ad Hoc Search](#)

Old Data (District/County Courts Prior to 9/1/10 & Justice/Municipal Courts Prior to 9/1/11):

[Run Reports](#) [Ad Hoc Search](#)

[Report Descriptions](#)



Directory Search

- ▶ Search by *Court* or *Personnel*

Directory Search [Help](#)

[Main](#) > [Directory Search](#)

2014 TEXAS JUDICIAL SYSTEM DIRECTORY – “Published” Version (Information as of March 2014)

To run a query for information in our judicial directory database, use the search criteria below:
(Information in the judicial directory database is updated as new information is received from the courts or other sources; thus, it is mon

Search Type:	<input type="radio"/> Court		
Court Type:	<input type="radio"/> Personnel	<input type="radio"/> Personnel Types	
County:	<input type="radio"/> All Counties	Court of Appeals District:	<input type="radio"/> All Districts
Court:	<input type="text"/>	Administrative Judicial Region:	<input type="radio"/> All Regions
Address City:	<input type="radio"/> All Cities	<input checked="" type="checkbox"/> District Primary Location Only	
Sort By:	<input type="radio"/> County		

To update directory information, please email changes to [Directory Updates](#).



Directory Search

- ▶ For more detailed information on using the Texas Judicial System Directory please refer to the tutorial on that subject on our website



Questions

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