



# Texas Judicial Council Centers of Excellence: A Judicial Branch Performance Initiative

The Judicial Council's Centers of Excellence Program is designed to assist courts in assessing and improving their administrative performance and compliance with critical administrative requirements. The initiative is aligned with recognized standards of court performance measurement and management and is supportive of local innovation and priorities. Participating jurisdictions will complete the following four phases, with assistance from the Office of Court Administration (OCA) as needed, to be recognized as a Judicial Center of Excellence. To ensure continuous improvement, a jurisdiction recognized as a Center of Excellence will need to participate in a performance and compliance reassessment every two years.

## PHASE

# 1

Complete Readiness Assessment  
Consult with OCA  
Select jurisdiction representative



## PHASE

# 2

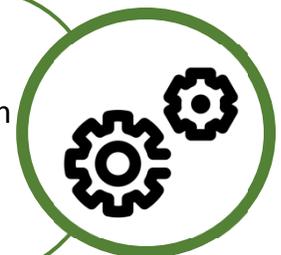
Complete Performance Inventory  
Receive Performance and Compliance Profile from OCA  
Create Performance and Compliance Improvement Plan



## PHASE

# 3

Implement Performance and Compliance Improvement Plan  
Participate in Excellence Assessment conducted by OCA



## PHASE

# 4

Jurisdiction recognized by the Judicial Council as a  
**Judicial Center of Excellence**



# Centers of Excellence: A Judicial Branch Performance Initiative

## Performance Areas

The initiative supports performance improvement in four areas. Each area is aligned with recognized standards of court performance and participating jurisdictions may seek excellence in one or more of the four areas.

### GOVERNANCE



The court's structure and authority for policy development and implementation is well-established and the court is committed to transparency and accountability.

### DATA DRIVEN CASEFLOW MANAGEMENT



The court uses data to ensure that work is performed efficiently and to promote the fair and timely resolution of all cases.

### ACCESS and FAIRNESS



The court is accessible to all and court procedures are fair and understandable.

### COURT OPERATIONS



The court effectively performs, manages, and monitors its operations and services.

# Centers of Excellence: A Judicial Branch Performance Initiative Compliance Standards

The following standards will be used as benchmarks for measuring a court's compliance with critical administrative requirements.

## Judicial Council Trial Court Activity Reports, Appointments and Fees Reports, and Other Reports\*

- Responsible entity has submitted all reports to OCA over the past 12 months.
- Compliance will be confirmed by OCA's Judicial Information staff and OCA Court Services staff.

## Court Security Incident Reports\*

- Responsible entity has submitted all reports to OCA over the past 12 months.
- Compliance will be confirmed by OCA's Court Security Director.

## Texas Indigent Defense Commission (TIDC) Required Plans and Reports\*

- Responsible entity has submitted an indigent defense expenditure report and an indigent defense plan that meets the minimum requirements established by TIDC.
- Compliance will be confirmed by TIDC staff.

## Court Collections Related Requirements\*

- Court/Collections Improvement Program/county/municipality has passed an audit since the amended Texas Judicial Council Collections Improvement Program rules went into effect on 1/1/17.
- Compliance will be confirmed by OCA's Collection Improvement Program Audit staff.
- The court must be in compliance with changes to the Code of Criminal Procedure as provided for in SB 1913, 85<sup>th</sup> Legislature Regular Session.
- Compliance will be confirmed by OCA's Court Services staff.

## Appointment Processes and Guardianship Compliance\*

- Courts must comply with requirements relating to the maintenance of a list of individuals who are qualified or registered to serve as an attorney ad litem, a guardian ad litem, a mediator, or a professional guardian, and with requirements relating to the appointment of these individuals through the use of a rotation system.
- Compliance will be confirmed by OCA's Judicial Information staff and Court Services staff.
- If applicable, the court must participate in the Guardianship Compliance Project and act to implement any recommendations.
- Compliance will be confirmed by OCA's Guardianship Compliance Program staff.

U.S. Constitution, Texas Constitution and Statutes, Court Rules and Orders

- Participating judge(s) will review and acknowledge compliance with the above by signing the following statement:

**STATEMENT OF COMPLIANCE**

I certify that to the best of my knowledge my court is making reasonable and good faith efforts to operate in a manner consistent with applicable local, state, and federal authority relating to court administration.

**Judge Name:** \_\_\_\_\_

**Judge Signature:** \_\_\_\_\_

**Court:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*See Attachment A: Compliance Requirements Table

## Texas Judicial Council - Judicial Centers of Excellence

### Attachment A: Compliance Requirements Table

#### Reporting

##### Responsible Entity: District and County Clerks

| Statute/Order                          | Requirement  | Unit to Confirm Compliance |
|--|--|----------------------------|
| Government Code, Sec. 71.035           | Monthly Court Activity Report<br>(requirements detailed in Ch. 171, Administrative Code) | OCA Judicial Information   |
| Code of Criminal Procedure, Art. 2.211 | Request for hate crime finding   | OCA Judicial Information   |
| Code of Criminal Procedure, Art. 16.22 | Mental health assessments, competency evaluation reports                                 | OCA Judicial Information   |
| Government Code, Sec. 71.0353          | Offenses related to human trafficking  | OCA Judicial Information   |
| Health and Safety Code, Ch. 574.014    | Involuntary mental health services   | OCA Judicial Information   |
| Code of Criminal Procedure, Art. 2.212 | Writs of attachment  | OCA Judicial Information   |
| Family Code, Sec. 33.003               | Judicial bypass cases  | OCA Judicial Information   |
| Government Code, Sec. 36               | Appointments and fees  | OCA Judicial Information   |
| Government Code, Sec. 72.087           | Jury charges and sentences in capital cases  | OCA Judicial Information   |

##### Responsible Entity: Justice Courts and Municipal Courts

|                               |  |   |
|-------------------------------|--|---|
| Government Code, Sec. 71.035  | Monthly Court Activity Report<br>(requirements detailed in Ch. 171, Administrative Code) | OCA Judicial Information                    |
| Government Code, Sec. 71.0352 | 5 juvenile-related items   | OCA Judicial Information                    |
| Government Code, Sec. 36      | Appointments and fees  | OCA Judicial Information/<br>Court Services |

##### Responsible Entity: Presiding Judge, Municipal Judge, Sheriff, Constable, or Other Law Enforcement Agency

|   |  |                             |
|---|--|-----------------------------|
| Government Code, Sections 29.014,<br>30.00007, 74.092 | Establishment of courthouse security committee | OCA Court Security Director |
|---|--|-----------------------------|

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|   |                                |                             |
|---|--------------------------------|-----------------------------|
| Code of Criminal Procedure, Art. 102.017(f) | Court Security Incident Report | OCA Court Security Director |
|---|--------------------------------|-----------------------------|

### Operations

#### **Court Collections Related Requirements**

**Responsible Entity: Court/Collection Improvement Program/County/Municipality**

| <b>Statute/Order</b>   | <b>Requirement</b>  | <b>Unit to Confirm Compliance</b>        |
|--|---|--|
| Code of Criminal Procedure, Art. 103.0033  | Collection Improvement Program requirements detailed in Ch. 175, Administrative Code  | OCA Collection Improvement Program Audit |
| Implementation of changes to Code of Criminal Procedure as provided for in SB 1913, 85 <sup>th</sup> Legislature Regular Session | New procedures required relating to notice, warrant recall, pretrial release, assessing ability to pay, use of waiver and alternatives, and related | OCA Court Services                       |

#### **TIDC Submission and Compliance Requirements**

**Responsible Entity: Local Administrative District Judge/Statutory Court Judge/County Judge/Chair of Juvenile Board**

| <b>Statute/Order</b>             | <b>Requirement</b>    | <b>Unit to Confirm Compliance</b> |
|----------------------------------|-----------------------|-----------------------------------|
| Government Code, Sec. 79.036 (a) | Indigent Defense Plan | Texas Indigent Defense Commission |

**Responsible Entity: County Auditor**

| <b>Statute/Order</b>             | <b>Requirement</b>                  | <b>Unit to Confirm Compliance</b> |
|----------------------------------|-------------------------------------|-----------------------------------|
| Government Code, Sec. 79.036 (e) | Indigent Defense Expenditure Report | Texas Indigent Defense Commission |

## Texas Judicial Council - Judicial Centers of Excellence

### Appointment Processes and Guardianship Compliance

Responsible Entity: Court

| Statute  | Requirement   | Unit to Confirm Compliance                  |
|--|---|---|
| Government Code, Sec. 36   | Compliance with requirements relating to the maintenance of a list of individuals who are qualified or registered to serve as an attorney ad litem, a guardian ad litem, a mediator, or a professional guardian, and with requirements relating to the appointment of these individuals through the use of a rotation system. | OCA Judicial Information/<br>Court Services |
|  | Requirement   | Unit to Confirm Compliance                  |
| Participation in the Guardianship Compliance Project and implementation of recommendations |   | OCA Guardianship<br>Compliance Program      |