



# The Role and Responsibility of the Court Coordinator in a Child Support Court

## Part V

# Using Case Management Systems (CMS)

OCA provides the child support courts with a case management system (CMS) called:

## **CSCMS – Child Support Case Management System**

- Although CSCMS is provided to all child support courts; not all courts use it.
- Some courts only use the CMS provided by a county.
- Some courts use CSCMS and whatever other CMS is provided by a county.
- Some courts use CSCMS and an interface program that accesses a county's data, such as SmartBench.
- Some courts can access a county's CMS remotely; while others cannot and must rely on obtaining case information from a paper copy or e-file distribution from the clerk.



# OCA Child Support Case Management System (CSCMS)

**History:** The software, CSCMS was developed in-house by OCA and distributed in 2009.

OCA created an advisory committee comprised of child support judges and coordinators. The committee contributed to the design of the software. Therefore, this software is tailored to meet the needs of these specialized IV-D courts.

**Current:** The advisory committee was reactivated in 2017, under Specialty Courts Program Manager, Anissa Johnson. [anissa.johnson@txcourts.gov](mailto:anissa.johnson@txcourts.gov)

The committee meets monthly, by telephone, and discusses and recommends enhancements to CSCMS.



# OCA CSCMS, continued

The CSCMS home page or “My Page” summarizes:

- Caseload Overview
- Today’s Hearings
- Today’s Court User Activities
- Broadcast Messages
- Reminders

The last two were designed with you in mind. If your judge travels, but you don’t; you can monitor [Broadcast Messages](#) related to a specific case and [Reminders](#) for instructions from or to your judge.

The CSCMS is divided into 7 sections or screens.

- Case Information
- Persons
- Hearings and Documents
- Orders
- Child Support
- Continuances
- Case Notes



# Data Reports

Various data reports are available within the CSCMS. These reports were identified as necessary and important by the advisory committee.

Among others, they include:

- Pending Cases With Age
- Pending Expedited Cases Lacking Service
- Outstanding Capias
- Incarcerated Parties

## Things to Remember:

- The data extracted to create these reports is only as true and correct as the information you have entered.
- The data you want may not be queried (search and extracted) for a report if you enter the information in text form or in 'note' areas rather than in designated fields.
- Regardless of what software you use to manage your cases, learn which reports are available. Ask the clerk if training is available.



# What's **Relevant** for You to Know and Track?

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**CARE** about what's important!

- **C**apture
- **A**ll
- **R**elevant
- **E**vents

If an event (service date, arrest date, DNA results) impacts the management and disposition of a case, then it's **relevant**.





# Interpreters

The Texas Government Code, Section 57.002 addresses when a court shall appoint:

- a certified court interpreter for an individual who has a hearing impairment; or,
- a licensed interpreter for an individual who can hear but does not comprehend or communicate in English.

In counties with a population less than 50,000, a court may appoint a spoken language interpreter who is not licensed.

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.57.htm>

**OCA Texas Court Remote Interpreter Service (TCRIS)** is a free service for courts, providing licensed court interpreters in Spanish by speakerphone and video conference. Interpreters are available for short hearings of 30 minutes or less.

<http://www.txcourts.gov/programs-services/interpretation-translation/>



# Court Security and Reporting Incidents

Under the Code of Criminal Procedure, Section 102.17(f), the sheriff, constable or other law enforcement agency that provides security for a court, is to **submit to OCA a written report registering security incidents involving court security that occurs in or around a building housing a court.**

To the right, is a summary of the 2017 Security Incidents received by OCA. The total number of reports received was 118.

Visit the OCA website for more information on how your bailiff can register a security incident and what constitutes an incident.

[www.txcourts.gov/programs-services](http://www.txcourts.gov/programs-services)

FY17 Reports Received from  
Courts in Only  
**34 Counties**

Incidents Reported by Court Type



Note: 20 incidents were not related to a particular court type.



**23** Incidents Resulted in Injury



**27** Attempts to Bring in Weapons



**46** Incidents Occurred in a Public Area



**51** Incidents Involving Criminal Defendants



**52** Incidents Resulting in Charges Filed



**56** Incidents Involving Disorderly Behavior

Office of Court Administration  
Court Security Division  
CourtSecurity@txcourts.gov | 512-463-1679





# Court Security and Your Court

In addition to reporting security incidents to OCA, you and your judge must practice precautions when interacting with the public.

- OCA now has a Security Officer on staff that can visit your court, assess any security risks that exist and consult with the law enforcement agency that provides security for your courtroom.

[Hector.Gomez@txcourts.gov](mailto:Hector.Gomez@txcourts.gov)

- The 85<sup>th</sup> Texas Legislature also enacted SB510, which adds employees of state judges to the list of persons allowed to restrict public access of their residence address in tax appraisal records.

Visit <http://www.txcourts.gov/programs-services/court-security/court-security-resources/> to download the registration form.



# Court Security in Your Court

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## When and Why?

- **Domestic/Family Violence Cases** – a parent has already expressed fear of the other parent. The OAG has already flagged this case as a risk of violence.
- **DNA Testing** – The alleged or presumed father may have invested years raising a child he thought was his. This is an emotional time for a father to learn that the child he thought was his, is not.
- **Incarcerated Parties** – A person incarcerated for a civil contempt of court action will come in contact with individuals in jail with whom he/she would never associate in public. That incarcerated person may not like your judge when they are brought to court. Or, if they bonded out, the first time they return to court.
- **Multiple cases with same Father** – The custodial parents (mothers) will not be happy learning that they will have to share the father's net income.



# Questions Please?



# *THANK YOU!*

For more information, please  
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