

Counties with an Exchange of Benches System

Guidance remains the same no matter whether the exchange occurs between judges from different court levels or the same level:

Statistics should be reported for the **COURT**, not a particular judge.

If District Judge Joe Smith sits on the bench of the County Court at Law, the cases that Judge Smith disposed of are credited to the County Court at Law.

If County Court at Law Judge April Jones sits on the bench of the District Court, the cases that Judge Jones disposed of are credited to the District Court.

If County Court at Law Judge April Jones sits on the bench of the County Court, the cases that Judge Jones disposed of are credited to the County Court.

If District Judge Joe Smith (47th District) sits on the bench of the 108th District Court, the cases that Judge Smith disposed of are credited to the 108th.

Reporting Transfers Between Courts of the Same Level

Reports by Court – Annual Performance Measures by Court Report

For the [Annual Performance Measures by Court Report](#), **transfers between courts at the same level in the county should be counted** to ensure that each court gets credit for the case, resulting in balanced clearance rates for each court. See [Reporting Instructions](#).

This may require additional mapping and/or events created in your case management system to capture these transfers.

Scenario: Case filed in January 2009 in Court A
 Case transferred to Court B in March 2009
 Case disposed by Court B in May 2009

For reports by court: Filing counted for Court A in January
 Transfer out counted for Court A in March
 Transfer in counted for Court B in March
 Disposition counted for Court B in May

If your case management system is currently not able to capture transfers between courts, please reach out to your vendor to inquire if this functionality is being developed. If you are not able to differentiate transfers at the court level by the report submission date (November 1, 2024), **please note that in your submission email**.

Reports by County – Judicial Council Monthly Activity Reports

Prior guidance for the countywide monthly [Judicial Council Monthly Activity Reports](#) remains the same:

Transfers between courts of the same type should not be counted on the countywide Judicial Council monthly report. The report captures only the filing and ultimate disposition of a case. Transfers are to be counted only when a case is transferred to a different type of court (district court, statutory county court, or constitutional county court).

Most counties submit only one report per court type per county, so transfers between courts would never be counted on the report.

For counties that use Judicial Council-based reports to track the activity of each court locally but do not report activity by court to OCA, you must have some way to track internal transfers in your case management system so that the reports for each court are balanced. However, do not count these transfers on the Judicial Council report.

Scenario: Case filed in January 2009 in Court A
 Case transferred to Court B in March 2009
 Case disposed by Court B in May 2009

For reports by court: Filing counted for Court A in January
 Transfer out counted for Court A in March
 Transfer in counted for Court B in March
 Disposition counted for Court B in May

On Judicial Council report: Filing counted in January
 Disposition counted in May

Reporting Transfers Between Courts of Different Levels

The following reporting rules and guidance have been documented in frequently asked questions and covered in presentations since the years preceding the implementation of the new Judicial Council Monthly Court Activity Reports in September 2010.

The district clerk is responsible for all or some of the records for the county courts at law and cases are filed in the district court then sent to the county courts at law to be heard and disposed of.

Whatever the case may be in your county, the activity reported in the District Court report should contain information on cases handled (disposed of) by the **district courts only**, and the Statutory County Court report should contain information for the **county courts at law only**.

This has **always** been the rule for reporting on the Judicial Council Monthly Reports, but we still encounter reports where the county court at law activity is being credited to the district courts. It is very important to give the correct court the credit for handling a case so that the statistics are accurate and meaningful reflections of each court's workload.

If the county courts at law regularly hear a portion of the cases filed in the district courts, the case management system or reports generated from that system must be modified to credit the filing and disposition of those cases to the county courts at law.

If the cases are docketed in the district courts then are later sent to the county courts at law, report the cases disposed as a Transfer (All Other Dispositions) on the District Court report, then report them as All Other Cases Added on the Statutory County Court report.

With the separation of the county court reports in September 2010 into the Constitutional County Court Report and the Statutory County Court Report, this situation also applies to the county courts.

If cases are filed in the county courts at law but then sent to the County Court, report the cases disposed as a Transfer (All Other Dispositions) on the Statutory County Court report, then report them as All other Cases Added on the Constitutional County Court report.