



OFFICE OF COURT ADMINISTRATION

November 5, 2025

Dear District and County Clerks,

This is important information regarding the **Annual Performance Measures Reports**, which were **due November 1st**.

Clerks who have already submitted reports and have no corrections may disregard this message.

Please note:

- **OCA does not have the authority to grant extensions.**
- Data & Reporting Division staff will continue to process reports through Friday, November 21st.
 - If your report has not been submitted, please make every effort to submit it by November 21st.
- **Annual Reports will be published on December 1st.**
 - **Courts missing reports will also be listed at that time.**
- An update will be sent to the Presiding Judges of the Administrative Judicial Regions later this week.
 - These judges will be checking in with courts in their regions, so please ensure your data is submitted and accurate.

If you have already submitted a report and are aware that it needs corrections:

- Email us immediately so we can make a note for the Presiding Judges.
- **Resubmit the full corrected report by November 21** (not just the corrected sections).
- Note in your email that it is a corrected submission.
- Reports that are incomplete will be returned.

If you are still verifying **Age of Active Pending** figures:

- Submit all other sections of the report and leave that section blank.
- The remaining data (filings, dispositions, and age of cases disposed) can be completed manually using your monthly reports.
- You can find an excel sheet that will assist with manual entry of the reports and produce your final spreadsheet here: [TJB | Judicial Data | Reporting | District & County Court-Level Reporting | Performance Measures for District & County Courts | Reporting Instructions & Guidance](#)

Reporting Instructions & Guidance

- [Clerk Reporting Instructions + Guidance on Transfers](#)
- [NEW Probate, Guardianship, and Mental Health Reporting Guidance](#)
- [Frequently Asked Questions](#)
- [Defining Inactive Status for OCA Reporting](#)
- [Clearance Rate Definition](#)
- [NEW Clearance Rate Calculation Worksheet](#)
- [NEW Pretrial Diversion Guidance](#)
- [NEW Reporting Roles One-Pager](#)
- [NEW Performance Measures Report with Monthly Report Line Numbers Key](#)