

District and County Court Performance Measures

Frequently Asked Questions

1. Is this separate from the Judicial Council (OCA) Monthly report?

Yes. The Judicial Council **monthly** report captures information for the courts by **county**. The performance measures report captures information by **court** and is submitted **annually**.

2. How will the report be submitted?

The report must be submitted in an Excel file and emailed to data.division@txcourts.gov. The Excel template is posted on the reporting [website](#).

3. How should county court at law cases filed with the District Clerk's Office be reported?

The requirements for reporting county court at law cases filed with the District Clerk's Office are the same as those for submitting the monthly Judicial Council reports. **In counties where the County Clerk and District Clerk each maintain records for the county courts at law, each office must submit a separate report for the county courts at law.**

The activity reported in the district reports should contain information on cases handled (disposed of) by the district courts only, and the statutory county court reports should contain information for the county courts at law only. 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.

4. We have an exchange of benches system where cases can be handled by judges other than the elected judge of the court. How do those cases get reported?

Information is to be reported for the **court the case is filed in**, regardless of which elected (or any other) judge worked on cases for that court during an exchange of benches.

5. How does information on specialty courts or specialty court dockets get reported?

If the specialty court/docket is associated with a specific district or county court, its activity should be reported for that district or county court. If it is not associated with a specific district or county court, activity will not be reported for the specialty court/docket.

6. There are hidden Misdemeanor section columns in the HB 2384 District Courts spreadsheet. Should district clerks report in the Misdemeanor section?

The district clerk should only report the Misdemeanor section if they are the clerk of the court for misdemeanor cases and currently submit a **specific** monthly court activity report for misdemeanor cases.

Otherwise, misdemeanor cases are a category included on the district clerk reporting form (screenshot below). Misdemeanor totals are included in the totals of pending, filed, and disposed cases.

CRIMINAL SECTION																			
CASES ON DOCKET	Capital Murder	Murder	Homicides	Other	Attemped Murder	Agg. Assault or Sexual Assault of an Adult	Sexual Assault of a Child	Indecency or Sexual Assault of a Child	Family Violence Assault	Robbery or Kidnapping	Burglary	Theft	Automobile Theft	Drug Sale or Manufacture	Drug Possession	False D.W.I.	Other Felonies	Misdemeanors	Total Cases
L. CASES PENDING FIRST OF MONTH <i>(Sum of Lines 1a and 1b) (Should equal cases pending end of previous month.)</i>																			
a. Active Cases																			
b. Inactive Cases																			

7. Who is responsible for submitting the report to the OCA?

The clerk of the court is responsible for submitting the report to the OCA.

8. What is the definition of inactive pending cases for this report?

For most case categories: Inactive pending cases is the same definition as used in the OCA monthly court activity report. Per the monthly activity reporting instructions, cases become inactive when further court proceedings and activities cannot be resumed. The case becomes active again when an event restores the case to the court’s active pending caseload. See the monthly reporting instructions for examples.

For probate cases: Because "inactive" is not an applied unit of measurement for probate cases, the only cases that would be reported "inactive" on the spreadsheet would be guardianship cases ordered removed from the court's active docket per [Estates Code, Sec. 1204.201 \(b\) or \(c\)](#). No probate cases would fall into the "inactive" category.