



OFFICE OF COURT ADMINISTRATION

DATA & RESEARCH DIVISION

August 6, 2024

Dear County and District Clerks,

The Office of Court Administration (OCA) Data & Research Division has diligently kept clerks informed about the additional reporting requirements from the 88th Regular Legislative Session. Throughout the year, OCA staff have attended clerk meetings, hosted webinars, created informational guidelines, and conducted Zoom and one-on-one meetings to provide outreach and assistance.

Most recently, OCA staff attended the annual County and District Clerks conference in Rockwall and provided a presentation on new reporting requirements and met individually with clerks to assist with their monthly report inventory and address additional questions.

For an overview of our "Office Hours" consultations, please refer to the attached checklist. It may help validate the accuracy of your monthly reports and aid in preparing for the new HB 2384 (Performance Measures) reporting requirements. Additionally, our Data & Research team will be conducting webinars on HB 2384 reporting.

Current scheduled dates are:

August 14, 2024	11:00 AM
August 21, 2024	11:00 AM
September 4, 2024	11:00 AM

Webinar links can be found at:

<https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/>

OCA understand the challenges clerks have encountered in developing procedures and tools to comply with the new requirements. We are dedicated and ready to help as we work to make this as seamless as possible.

Sincerely,
OCA Data & Research Division



**County and District Clerks OCA Monthly Reporting
CHECKLIST for Inventory, Review, Validation, and Submission of Monthly Reports.**

1. Monthly Report- Review
 - a. Review **all** reporting requirements and develop processes to gather information from your case management system to comply when possible.
 - b. Know your reporting requirements: OCA reporting Guides and forms:
<https://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-court-reports/>
2. Monthly Report- Validation
 - a. Review aggregate numbers by comparing to case detail to confirm accuracy and make updates and corrections as issues are discovered.
 - b. Use Active and Inactive “pending” status for qualified cases. Implementing this practice will eliminate cases being counted in the active pending case count that are unable to proceed for reasons out of the control of the court. *Note- The case aging clock should stop when placed on Inactive (pending).
 - c. Inventory cases for accuracy including:
 - Proper mapping of offense codes for criminal cases. (OCA website provides updated offense codes with coordinating case category for reporting).
 - Proper mapping of disposition codes
 - Utilization of event codes and mapping to capture additional court activity data elements.
 - If paper files are still being made, inventory your files to identify any errors with closures, improper reporting of active vs. inactive, etc.
3. Monthly Report- Submission
 - a. Using the xml function for submission vs. manual input.
 - b. Using the proper court identifiers mapped to the report to enable xml file uploads.
4. Develop case review processes for monthly, quarterly, annually checks. Case Management System (CMS) built in reports can be used to assist in review of cases. Built in reports may include (will vary from CMS to CMS):
 - No Future hearings or No Activity on the case.
 - Detail of cases that are included on the monthly report.
5. Develop Processes for using your CMS for Dismissal Docket and follow-through on cases that are retained and/or reinstated so they do not remain on the court’s docket.

Common Reporting Errors Include:

Criminal:

1. Unmapped offense codes so the case does not report at all or accurately from filing to disposition.
2. Cases that are eligible to be placed on Inactive "Pending" status. This removes cases from the active pending case count because the court cannot move forward with disposing of the case for various reasons. Case aging clock stops.
3. Disposing of a criminal case in the original offense category, even if the charge was reduced. Case should always be reported in its original case category for proper disposition. (CJIS captures the change in offense.)
4. Disposing of cases when a defendant is placed on probation, deferred, pretrial diversion or community supervision. Dismissals for these type dispositions after completion is not reported to OCA.
5. Additional Court Activity for Criminal:
 - a. Report of hearings for reviews.
 - b. Reporting Failures to Appear, Violation of Conditions of Bonds and New offense committed while out on bond.

Civil:

1. Cases that are eligible to be placed in Inactive "Pending" status. This removes cases from the active pending case count because the court cannot move forward with disposing of the case for various reasons. Case aging clock stops.
2. Additional Court Activity:
 - a. Cases in which a Jury is selected. Report the number of cases in which a jury panel was selected.
 - b. Cases in which a mistrial has occurred. Report the number of cases in which a mistrial was declared.
 - c. Injunction or Show Cause Order Issues. Report the number of injunctions (including temporary restraining orders) or show cause orders issued in a case before entry of original judgment.
 - d. Cases in which a Plaintiff/Petitioner represented self (pro-Se). Report the number of civil cases in which the plaintiff/petitioner indicated that he/she was representing himself/herself without an attorney at the time of filing of the original petition.
 - a. In a case with multiple plaintiffs/petitioners, report the case only if the plaintiff/petitioner who filed with the original petition indicated he or she was self-represented (pro se).

Family:

1. Cases that are eligible to be placed in Inactive "Pending" status. This removes cases from the active pending case count because the court cannot move forward with disposing of the case for various reasons. Case aging clock stops.
2. Additional Court Activity:
 - a. Cases in which a Jury is selected. Report the number of cases in which a jury panel was selected.
 - b. Cases in which a mistrial has occurred. Report the number of cases in which a mistrial was declared.
 - c. Injunction or Show Cause Order Issues. Report the number of injunctions (including temporary restraining orders) or show cause orders issued in a case before entry of original judgment.
 - d. Cases in which a Plaintiff/Petitioner represented self. (pro-Se) Report the number of civil cases in which the plaintiff/petitioner indicated that he/she was representing himself/herself without an attorney at the time of filing of the original petition.
 - a. In a case with multiple plaintiffs/petitioners, report the case only if the plaintiff/petitioner who filed with the original petition indicated he or she was self-represented (pro se).
3. Cases set for review: Cases that are set to review should be disposed and the hearings only reported as review hearings.
 - a. Report the number of family cases in which a final judgment or final order has been entered that were set during the month for a regularly scheduled review involving a hearing before a judicial officer.

- b. Examples include placement reviews held every six months in child protection cases as required by Section 263.501 or 263.602, Family Code, and reset orders for compliance review in child support cases.

Juvenile:

1. Cases that are eligible to be placed in Inactive “Pending” status. This removes cases from the pending case count because the court cannot move forward with disposing of the case for various reasons. Case aging clock stops.
2. Additional Court Activity:
 - a. GRAND JURY APPROVALS (DETERMINATE SENTENCE PROCEEDINGS)-Report the number of cases in which the prosecutor has referred a petition to a grand jury for approval during the month for determinate sentence proceedings (Section 51.031 or 53.045, Family Code).
 - b. RELEASE OR TRANSFER HEARINGS HELD (DETERMINATE SENTENCE PROCEEDINGS)
 - c. Report the number of hearings held pursuant to Section 54.11, Family Code concerning:
 - 1) a referral for the transfer of a person committed to the Texas Juvenile Justice Department to the institutional division of the Texas Department of Criminal Justice or
 - 2) a request from the Texas Juvenile Justice Department for approval of the release under supervision of a person committed to the commission.
 - d. DETENTION HEARINGS CONDUCTED- Report the number of detention hearings held during the month. Count all detention hearings held, whether they were held before or after a petition was filed or after a juvenile was placed on probation. *Do not include waivers of hearings.
 - e. CASES SET FOR REVIEW
Report the number of juvenile cases in which an initial judgment has been entered that were set during the month for a regularly scheduled review involving a hearing before a judicial officer. Examples include regularly scheduled status hearings in drug courts, mental health courts, DUI courts, family violence courts, etc. Also include cases in which a hearing is held for non-compliance prior to issuance of a capias pro fine.
 - f. APPLICATIONS FOR SEALING RECORDS FILED
Report the number of applications filed for sealing of juvenile records under Section 58.256, Family Code.
*Do not include cases in which the juvenile’s record is sealed as part of the disposition of the criminal case.
* Do not count these applications in the Cases on Docket or Dispositions sections of the Juvenile report. The filing and disposition should be counted in the Civil Cases Related to Criminal Matters of the Civil report.

For complete reporting instructions for the OCA Monthly Report and guidance documents for new reporting requirements see: <https://www.txcourts.gov/reporting-to-oca/>

For assistance with your monthly report please email: judinfo@txcourts.gov