

Dear County and District Clerks,

We are beginning to receive HB 2384 Performance Measures report Excel submissions in our OCA Data Division Inbox (data.division@txcourts.gov) and wanted to provide additional guidance for those offices that have not submitted. The annual report is due November 1st.

1. We will be hosting a **recorded** webinar next week to cover any remaining HB 2384 submission questions. Please see the reporting [website](#) for all past and future webinars.
 - When: Tuesday, October 29, 2024, at 11 AM CST
 - Where: <https://txcourts.zoom.us/j/89926821660>
2. For those offices able to submit their report, we ask that you do **NOT** make changes to the Excel spreadsheet template.
3. Examples of template changes that prevent successful submission include the following:
 - ✘ Changing or editing the column headings' text.
 - The headings' text must match the reporting [website](#) templates.
 - ✘ Adding, deleting, or merging columns.
 - The columns must match the reporting [website](#) templates.
 - ✘ Entering extra rows above Row 1.
 - ✘ Adding "NA" or "N/A" for blank totals.
 - Leave the cell blank or add "0" if there is no value.
 - ✘ Splitting courts of the same type into multiple spreadsheets.
 - All courts of the same court type, e.g., District, Statutory County, should be placed in the same spreadsheet.
 - See example below:

1	Court Identifier	Court Name	Fiscal Year
2	540791101	Fort Bend Cour	2024
3	540791102	Fort Bend Cour	2024
4	540791103	Fort Bend Cour	2024
5	540791104	Fort Bend Cour	2024
6	540791105	Fort Bend Cour	2024
7	540791106	Fort Bend Cour	2024
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- ✘ Changing the file type to something different than Excel.
 - PDFs will not be accepted.

✘ Forgetting to include the Court Identifier(s) and Court Name(s).

- Use the correct Court Identifier(s) and Court Name(s) from the provided [list](#).

Because of the volume of reports expected, we ask that you follow these helpful tips to avoid delays in processing and OCA having to return your report(s) for correction. Should you have any questions, please email judinfo@txcourts.gov, and we will respond to you as soon as possible.

Thank you for your time and diligence in getting this new annual report submitted!

Sincerely,



Judicial Information

Data and Research Division | Texas Office of Court Administration

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