



OFFICE OF COURT ADMINISTRATION

MEGAN LAVOIE
Administrative Director

October 31, 2024

Dear County and/or District Clerk,

We are beginning to prepare the **2024 Texas Judicial System Annual Statistical Report** (covering September 1, 2023 to August 31, 2024). Please complete the report verification process below by **Friday, November 15**, to ensure that your county's data are accurate, complete, and ready for inclusion in the Annual Statistical Report.

1. Open the attached FY 2024 Missing Reports spreadsheet to confirm that your office has submitted all FY 2024 sections for all months.
 - a. If your clerk office is on the list, **STOP**. You must submit all missing sections/reports before continuing the report verification process.
 - b. If you do not see your clerk office on the list, we have received all FY 2024 sections/reports. Continue to Step 3.
2. Go to the FY 2024 report verification website <https://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/district-county-fy-2024-annual-report-verification/>.
3. Locate your FY 2024 Activity Detail Report PDF(s).
4. Review your fiscal year data. Look for errors such as filings, docket adjustments or pending case numbers that are too low, too high, or that do not make sense. Refer to the **Common Report Issues** document on the verification [website](#).
5. Submit any missing reports/sections and make all necessary corrections on the the OCA reporting [website](#) by **Monday, November 6**.

Note: You must update the reports for each month in which a correction is needed. Corrections cannot be made to the annual totals. Refer to the document **Making Changes to the Monthly Court Activity Report**.
6. Indicate that all FY 2024 reports are correct and complete by completing the survey at [District & County Clerk FY 2024 Annual Report Verification Survey](#).

If you have any other questions or need additional assistance, please send an email to judinfo@txcourts.gov. Thank you, again, for helping us to provide the public with complete and accurate court activity information!



Judicial Information
Data and Research | Texas Office of Court Administration
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