



Past,

PROD	
Performance Measure Reporting	
DIR	
Office of Court Administration	
SCENE	TAKE
Are You Ready?	2
DUE DATE	RESOURCES
November 1	https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/

☐ Performance Measure Reporting Updates

- ☐ Legislation
- ☐ Reporting Forms
- ☐ Dashboard
 - ☐ Clearance Rate
 - ☐ Spreadsheet for: Age of Cases Disposed & Age of Active Pending
- ☐ Cleanup and Inventory Efforts
 - ☐ Dispositions
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- ☐ Probate/Guardianship/Mental Health Data

Legislation related to Performance Measures Reporting

- SB 293- Passed- (Effective 9/1/2025)
 - Sec. 33.001(b) GC- (b) For purposes of Section 1-a, Article V, Texas Constitution, "wilful or persistent conduct that is clearly inconsistent with the proper performance of a judge 's duties" includes:
 - (1) wilful, persistent, and unjustifiable failure to timely execute the business of the court, considering the quantity and complexity of the business, including failure to meet deadlines, performance measures or standards, or clearance rate requirements set by statute, administrative rule, or binding court order;
- SB 2878 – Vetoed but will be filed again in the Special Session
 - Sec. 72.083 GC- amended to include:
 - (c) Notwithstanding Subsection (b), if the director determines a performance measure listed in Subsection (b) does not accurately reflect a court 's performance in probate and mental health matters, the director may develop an alternative performance measure to assess the efficient and timely adjudication of those matters and include the alternative performance measure in the annual report required under Subsection (b).
 - Sec. 74.0981 GC- **Court Leadership Conference- (Summary)** Requires OCA to hold an annual conference for presiding judges of administrative regions, local administrative judges and court administrators about court activity statistics and case-level data information.



Reporting Spreadsheets for Submission

- **Court Identifier**

- The court identifier and Court names should match the format and text in the [Court Identifier List](#). Case Management System (CMS) vendors and local IT staff should ensure that each court is correctly identified in the Performance Measures Report for proper reporting.

- **Spreadsheet Instructions**

- If you are manually completing your reports, use the master spreadsheet for all court types and include the data you are reporting in the appropriate category and columns.

[Master \(All Court types\) spreadsheet](#)

- If you are submitting a spreadsheet generated in your CMS, ensure it follows the corresponding templates(s).

[District & Statutory County Courts spreadsheet](#)

[Constitutional County Courts spreadsheet](#)

- **Download Issues**

- Having issues downloading the spreadsheets? Go to your browser's settings and clear your cached images and files.

- **Submission**

- Please email your completed **spreadsheet(s)** to data.division@txcourts.gov.

Dashboard

Statistics & Other Data

Site Search



Home / Judicial Data / [Statistics](#) / District & County Court-Level Reporting / District & County Performance Measures Dashboard - FY 2024

DISTRICT & COUNTY PERFORMANCE MEASURES DASHBOARD - FY 2024

District & County Performance Measures

Fiscal Year 2024, covering March 2024 - August 2024

The data provided in this report reflects information submitted under the new reporting requirements per [Section 72.083\(b\)](#) of the Texas Government Code (HB 2384 88th R), Performance Measures, which have changed how clerks capture data about court cases.

Please note the following:

Navigate to:

NOTE: Previously submitted report(s)-

As of May 31, 2025 no additional corrections will be accepted for data from March 1, 2024– Aug. 31, 2024. OCA encourages continued efforts and cleanup and resubmission on Monthly reporting if needed.

[Export Full Table](#)

public defender offices or prosecutor offices, and lab delays on processing evidence.

The data should be viewed as only a fraction of the representation of the courts' overall work and not as a comprehensive measure of their full scope of responsibilities.

The Clearance Rate performance measure was assigned a benchmark of 90%. This was set by the OCA in collaboration with the Presiding Judges of each AJR. The Clearance Rate calculation is the number of outgoing cases (disposed, transferred out, inactivated) as a percentage of the number of incoming cases (added, transferred in, reactivated).

Clearance Rates by Court

March 2024 - August 2024

AJR	Court Name	^A / _Z	Court-Creation D..	Judge Assumed Role..	
	204th District Court		1972-09-01	2015-01-01	86%
	219th District Court		1977-04-01	2019-01-01	104%
	265th District Court		1979-09-01	2015-01-01	90%
	282nd District Court		1981-05-29	2015-01-01	100%
	283rd District Court		1981-06-01	2019-01-01	72%
	291st District Court		1981-09-01	2015-01-01	92%
	292nd District Court		1981-09-01	2015-01-01	90%
	296th District Court		1981-09-01	2007-01-01	93%
	336th District Court		1983-09-01	2025-01-01	95%
	363rd District Court		1989-09-01	2007-01-01	94%
	366th District Court		1989-09-01	2019-10-03	94%
	378th District Court		1995-09-01	2018-06-29	111%
	380th District Court		1996-09-01	2012-08-10	100%
	382nd District Court		1995-09-01	2001-01-01	85%
	397th District Court		2008-09-15	2008-09-15	121%
	401st District Court		2000-09-01	2025-01-01	97%
	40th District Court		Not Available	2011-01-01	199%
	416th District Court		2003-10-13	2017-01-01	96%
	417th District Court		2004-09-15	2004-09-25	110%
	422nd District Court		2004-01-29	2021-01-01	0%
	429th District Court		2009-01-01	2009-01-01	87%

Clearance Rates Defined

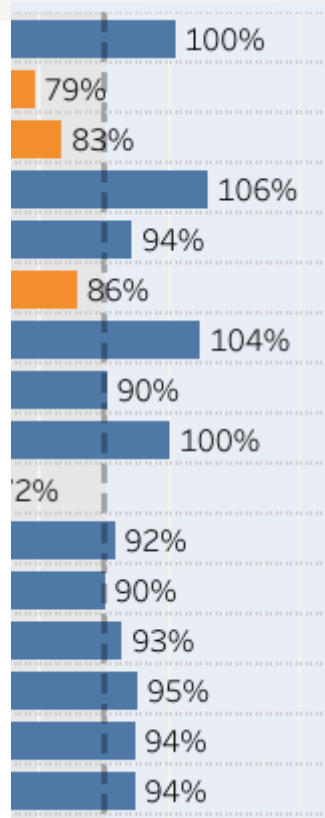
Texas Office of Court Administration – Data & Research Division

NCSC, CourTools Measure Two

The National Center for State Courts [defines clearance rates](#) as the number of outgoing cases as a percentage of the number of incoming cases.

The purpose of this measurement is to measure how a court is handling their caseload by comparing the number of cases disposed to the number of cases filed.

*It should be noted this is only one of several measures that can be used to assess how cases are navigating through courts.



TX Performance Measures Report

[Section 72.083\(b\)](#) of the Texas Government Code, added by [HB 2384](#) (88th Legislature, Regular Session), requires the Office of Court Administration to annually collect and publish a report including performance measures for each district, statutory county, statutory probate, and constitutional county court.

One of the performance measures includes *clearance rates* by case type. Below is the formula used to calculate the clearance rate:

$$\frac{\text{Disposed + Inactivated + Transferred Out}}{\text{Added + Reactivated + Transferred In}} = \text{Clearance Rate \%}$$

The Presiding Judge of each Administrative Judicial Region will receive the report from OCA to identify courts in need of additional resources. The Presiding Judges have set the benchmark at 90%, meaning that courts with a clearance rate below 90% will be evaluated to determine if additional resources are needed.

September 1, 2024– August 31, 2025

Performance Measures Report Information & Updates



The 2nd report will reflect a full year as opposed to 6 months for FY 2025, Sept. - August.



FY 2025 submissions from clerks are due November 1 but can be submitted anytime after August 31.



In addition to Clearance Rates, **Age of Active Pending and Age of Cases Disposed** should be submitted.



For Age of Cases Disposed and Age of Cases Pending be sure your **Totals** are calculated correctly by adding all applicable columns together.

Age of Active Pending & Age of Cases Disposed

Felony Active Pending End of Period - 90 Days or Less	Felony Active Pending End of Period - 91 to 180 Days	Felony Active Pending End of Period - 181 to 365 Days	Felony Active Pending End of Period - Over 365 Days	Felony Active Pending End of Period - Total (Line 9a)
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Misdemeanor Active Pending End of Period - 30 Days or Less	Misdemeanor Active Pending End of Period - 31 to 60 Days	Misdemeanor Active Pending End of Period - 61 to 90 Days	Misdemeanor Active Pending End of Period - Over 90 Days	Misdemeanor Active Pending End of Period - Total (Line 10a)
--	--	--	---	---

Family Active Pending End of Period - 3 Months or Less	Family Active Pending End of Period - Over 3 to 6 Months	Family Active Pending End of Period - Over 6 to 12 Months	Family Active Pending End of Period - Over 12 to 18 Months	Family Active Pending End of Period - Over 18 Months	Family Active Pending End of Period - Total (Line 8a)
--	--	---	--	--	---

Civil Active Pending End of Period - 3 Months or Less	Civil Active Pending End of Period - Over 3 to 6 Months	Civil Active Pending End of Period - Over 6 to 12 Months	Civil Active Pending End of Period - Over 12 to 18 Months	Civil Active Pending End of Period - Over 18 Months	Civil Active Pending End of Period - Total (Line 8a)
---	---	--	---	---	--

Juvenile Active Pending End of Period - 30 Days or Less	Juvenile Active Pending End of Period - 31 to 90 Days	Juvenile Active Pending End of Period - 91 to 180 Days	Juvenile Active Pending End of Period - Over 180 Days	Juvenile Active Pending End of Period - Total
---	---	--	---	---

Age of Active Pending/Disposed

- For **each district or county-level court** in your jurisdiction, the age of the active cases pending before the court as measured from “date of filing” or “reopening” to the reporting end date (August 31).
 - **Felony:** 90 Days or Less, 91 to 180 Days, 181 to 365 Days, Over 365 Days, Total Cases.
 - **Misdemeanor:** 30 Days or Less, 31 to 60 Days, 61 to 90 Days, Over 90 Days, Total Cases.
 - **Civil:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
 - **Family:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
 - **Juvenile:** 30 Days or Less, 31 to 90 Days, 91 to 180 Days, Over 180 Days, Total Cases.

Note: Timeframes are the same as those used for Age of Cases Disposed

Age of Active Pending

- Not captured or included data on the OCA monthly report **but is required data for the Performance Measure Report.**
- Was not an enforced data element that was collected with the 1st report, to allow sufficient time for CMS updates to enable capturing the data.
- Vendors should update your CMS to provide this data for the next report.
- The courts that were able to submit **Age of Active Pending** on their 1st report, the information has been compiled in a spreadsheet and is now available on the OCA website as required by HB 2384 from the 88th Session.

[District & County Court Performance Measures Age of Cases Data - FY 2024 \(Excel\)](#)

- The spreadsheet contains the data submitted and is not used in calculating the clearance rate.

Statistics & Other Data



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STATISTICS HOME

- Administrative Judicial Region Activity
- Annual Statistical Reports
- Appointments & Fees
- Bail Statistics and Dashboard
- Court Activity Database
- Court Interpretation Services
- Court Security Incidents
- ▾ **District & County Court-Level Reporting**
 - Court Level Monthly Reports - Population Over 1 Million Dashboard
 - District & County Performance Measures Dashboard - FY 2024
 - Court Level Monthly Reports - Population Over 1 Million Archive
- Hate Crimes
- Information on Texas Judges
- Judicial Bypass Cases
- Judicial Salaries & Turnover
- Jury Charges & Sentences in Capital Cases
- Judicial Workload Analysis
- National Statistics
- Writs of Attachment

DISTRICT & COUNTY COURT-LEVEL REPORTING

Reporting for District & County Courts in Counties with a Population Over 1 Million

[Section 71.035\(a\)](#) of the Texas Government Code requires counties with a population of at least one million to include additional information in their monthly reports for each district and county court in the county.

[Court Level Monthly Reports - Population Over 1 Million Dashboard](#)

Performance Measures for District & County Courts

[Section 72.083\(b\)](#) of the Texas Government Code requires the Office of Court Administration to collect and publish a report annually including performance measures for each district court, statutory county court, statutory probate court, and county court. Each clerk office is required to submit district, statutory, statutory probate, and county court level data by November 1 covering the state fiscal year.

Note: The first report covers data from March 1, 2024, through August 31, 2024. The final dashboard update was on June 4, 2025.

[District & County Court Performance Measures Dashboard Training Video](#)

[District & County Court Performance Measures Dashboard - FY 2024](#)

[District & County Court Performance Measures Age of Cases Data - FY 2024 \(Excel\)](#)

Spreadsheet now on website:

	A	B	C	D	E	F	G	H	I	J
	County Name	Court Name	Felony AoC Disposed - 90 Days or Less	Felony AoC Disposed - 91 to 180 Days	Felony AoC Disposed - 181 to 365 Days	Felony AoC Disposed - Over 365 Days	Felony AoC Disposed - Total	Felony Active Pending End of Period - 90 Days or Less	Felony Active Pending End of Period - 91 to 180 Days	Felony Active Pending End of Period - 181 to 365 Days
1	Anderson	3rd District Court	16	17	21	34	88	NULL	NULL	NULL
2	Anderson	County Court	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
3	Anderson	87th District Court	15	19	25	33	92	NULL	NULL	NULL
4	Anderson	349th District Court	29	21	19	54	123	NULL	NULL	NULL
5	Anderson	369th District Court	24	8	19	37	88	NULL	NULL	NULL
6	Anderson	County Court at Law	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
7	Anderson	County Court at Law	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
8	Andrews	County Court	0	0	0	0	0	0	0	0
9	Andrews	109th District Court	37	27	28	17	109	0	0	0
10	Angelina	159th District Court	91	36	25	49	201	NULL	NULL	NULL
11	Angelina	County Court at Law No. 2	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
12	Angelina	217th District Court	116	42	33	88	279	NULL	NULL	NULL
13	Angelina	County Court	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
14										

Age of Active Pending/Disposed

- Age of Active Pending cases should include all cases that are being counted in your CMS Active Pending cases regardless of the date it shows filed.

Post-Judgment Actions - Enforcement			
Case Number	Style	Activity Date	Activity Type
CIV21-0177		11/12/2024	Open (OCA)
CIV21-0377		02/06/2024	Open (OCA)
CIV22-0062		08/10/2023	Open (OCA)
CIV22-0303		07/25/2024	Open (OCA)
CIV14096		01/22/2004	Open (OCA)
CIV15170		04/16/2003	Open (OCA)
CIV16094		07/02/1998	Open (OCA)
CIV16580		08/21/1998	Open (OCA)
CIV16683		01/26/2004	Open (OCA)
CIV17049		03/24/1999	Open (OCA)
CIV17423		01/22/2004	Open (OCA)
CIV18519		06/11/2002	Open (OCA)
CIV19605		01/28/2005	Open (OCA)
CIV20240		12/07/2006	Open (OCA)

27 Years pending if previous disposition not entered in CMS- Use Adjustment

- When reviewing data be sure to use the original disposition date to Adjust cases off your report as this would affect Age of Cases Disposed as well.

Age of Cases Disposed- Defined

For **each district or county court** in your jurisdiction, report the number of cases disposed within each timeframe by case type:

- **Felony:** 90 Days or Less, 91 to 180 Days, 181 to 365 Days, Over 365 Days, Total Cases.
- **Misdemeanor:** 30 Days or Less, 31 to 60 Days, 61 to 90 Days, Over 90 Days, Total Cases.
- **Civil:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
- **Family:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
- **Juvenile:** 30 Days or Less, 31 to 90 Days, 91 to 180 Days, Over 180 Days, Total Cases.

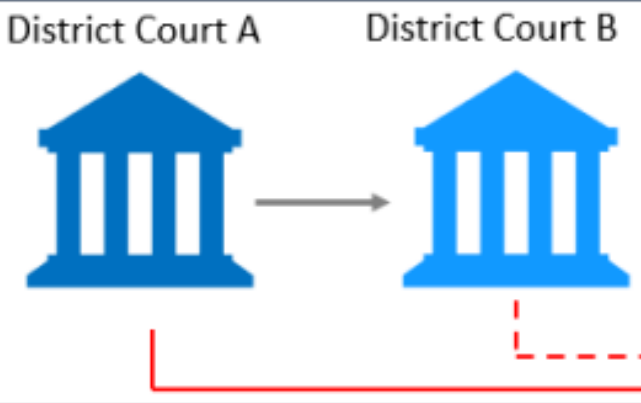
* This information is **already captured and reported** on Judicial Council Monthly Reports.

Age of Cases Disposed

- Currently captured on your OCA monthly report
- The data was not always included on the 1st submitted PMR and when included was not always correct as the columns did not add up to **Total Disposed**.
- This data has been compiled in a spreadsheet and is now available on the OCA website as required by HB 2384 from the 88th Session.
[District & County Court Performance Measures Age of Cases Data - FY 2024 \(Excel\)](#)
- The spreadsheet contains the data submitted and is not used in calculating the clearance rate.

Internal Transfers/Assignment

- For the Performance Measures Report, transfers/changes in assignment of a case between courts **of the same level** in the county should be counted and reflected in the **Internal Transfer In/Out** columns.
- **Internal transfers are not counted on the monthly report.**
- Case transferred/assigned to District Court B – Added to Internal Transfers Out for Court A and added to Internal Transfers In for Court B.



	A	B	C	D	E	F	G	H	I
	Court Identifier	Court Name	Fiscal Year	Felony Active Pending Beginning of Period (Line 1a)	Felony Cases Filed (Add Lines 2,3,5 for total)	Felony Internal Transfers In (NEW)	Felony Cases Reactivated (Line 4)	Felony Cases Disposed (Line 7)	Felony Internal Transfers Out (NEW)
1									
2	123456789	Court A	2024						
3	123456	Court B	2024						

NOTE: The age of the case will be captured in the court it is pending in at the time of reporting, regardless of how many times it has been transferred/assigned.

Internal Transfers/Assignment

- If the case is still active on the end date of the reporting timeframe, Court B will report the case's **total age from the original date of filing** (subtracting for inactive time, if applicable), regardless of time in each court, in the Age of Active Pending.

District Court B

	A	B	C
1			
2	Court Identifier	Court Name	Fiscal Year
3	123456789	Court A	2024
4	123456	Court B	2024

Felony Active Pending End of Period - 90 Days or Less

Felony Active Pending End of Period - 91 to 180 Days

Felony Active Pending End of Period - 181 to 365 Days

Felony Active Pending End of Period - Over 365 Days

Felony Active Pending End of Period - Total (Line 9a)

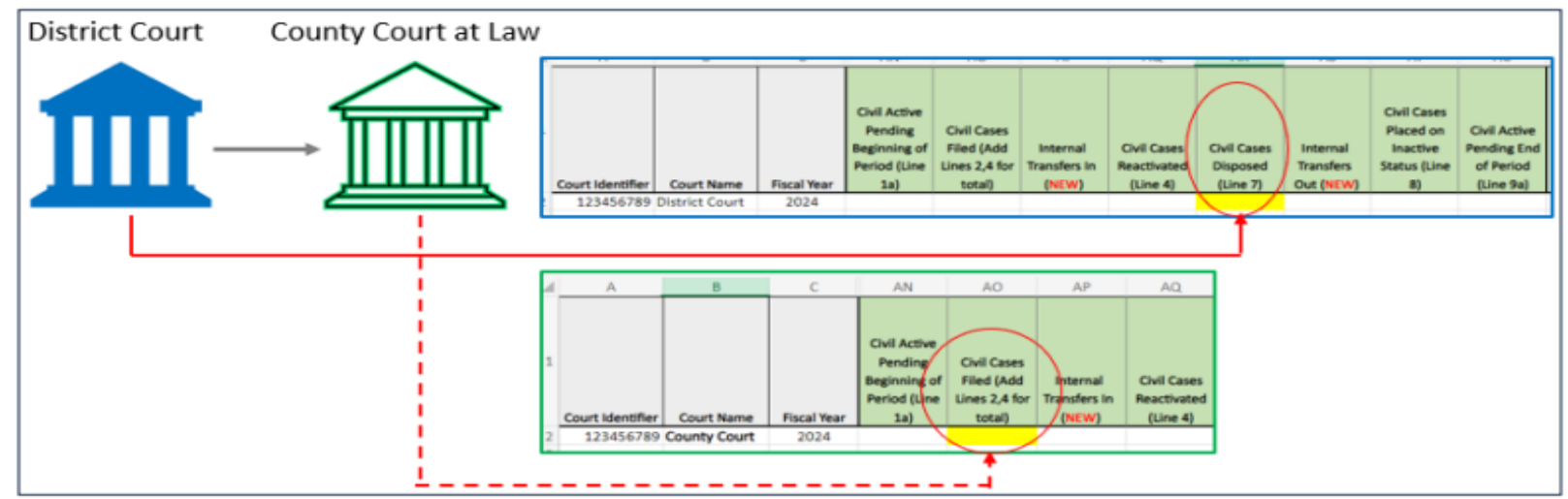
- If the case is disposed on or before the end date of the reporting timeframe, Court B will report the case under Cases Disposed, and the case's **total age from the original date of filing** (subtracting for inactive time, if applicable), regardless of time in each court, in the Age of Cases Disposed.

District Court B

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1				Felony Active Pending Beginning of Period (Line 3a)	Felony Cases Filed (Add Lines 2, 3, 5 for total)	Felony Internal Transfers In (NEW)	Felony Cases Reactivated (Line 4)	Felony Cases Disposed (Line 7)	Felony Internal Transfers Out (NEW)	Felony Cases Placed on Inactive Status (Line 8)	Felony Active Pending End of Period (Line 9a)	Felony AoC Disposed - 90 Days or Less (Line 10)	Felony AoC Disposed - 91 to 180 Days (Line 10)	Felony AoC Disposed - 181 to 365 Days (Line 10)	Felony AoC Disposed - Over 365 Days (Line 10)	Felony AoC Disposed - Total (Line 10)
2	Court Identifier	Court Name	Fiscal Year													
3	123456789	Court A	2024													
4	123456	Court B	2024													

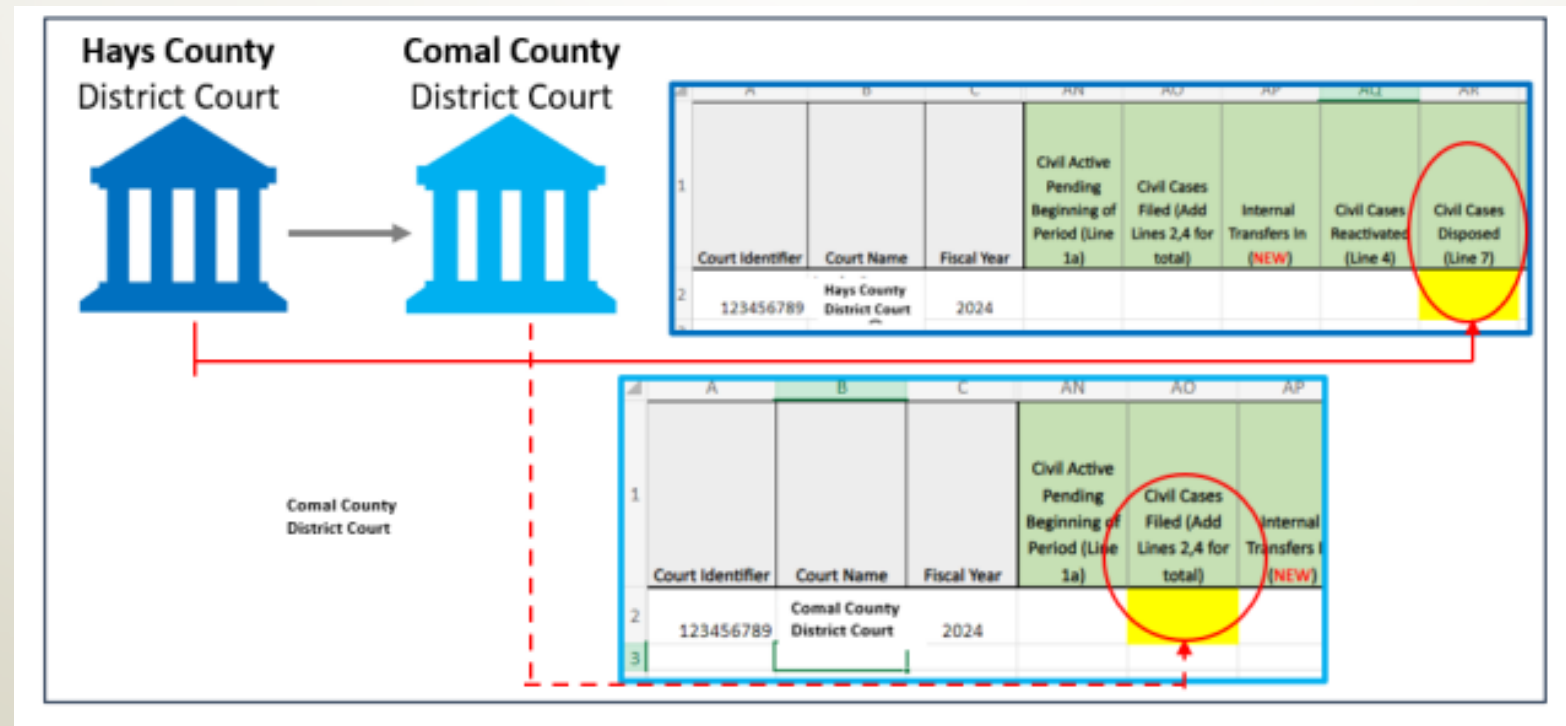
Transfers/Assignment- Same County and Different Court Levels

- Constitutional County Courts, County Courts at Law, and District Courts are separate court levels. Following the rules of the Judicial Council Monthly Reports, **each level of court** should have a separate monthly report submitted.
- Each court at each court level should be identified with a Court ID and activity reported by court for the Performance Measures Report.
- Case transferred/assigned from a District Court to a County Court at Law – Case is **Disposed** for the District Court and added to **Cases Filed** for County Court at Law. The case clock will start over on these since it is a different court level.



Transfer/Change of Venue

- Cases transferred from your county to another county should be reported as disposed by the Transfer of Venue order.
- Cases received by the accepting county should be added as a new case and the clock begins at time of filing.



Exchange of Bench System

- If a bench exchange occurs between judges from different court levels or the same level:
 - Case filings/dispositions should be reported for the **COURT**, not a particular judge. This includes cases where an associate or visiting judge are sitting for the trial court judge.
 - It is recommended that in a county where all cases are filed in one court and then assigned to other courts, that each court be identified and set up in your CMS to allow the initial filing to be placed in all the courts as evenly as possible, regardless if all judges will be hearing the cases. This will provide each court with data for the Performance Measures Report.
 - If all courts cannot be identified and set up in your CMS, we suggest using the Internal Transfer column at time of disposition to provide credit to all courts as it relates to the Performance Measures Report.

Probate/Guardianship/Mental Health

- Data elements required for the Performance Measures Report have not historically been collected or reported due to the unique nature of these cases.
- A legislative solution was identified and is expected to go through during the Special Session.
- **However, since there will not be sufficient time to develop alternative measures before the next report is due, reporting will only include the data currently collected and reported on the Judicial Council Monthly Report.**

Current Key Issues Presented:

Manual Data Tracking & Case Management Systems (CMS) Limitations

The new requirements necessitate tracking details that case management systems are not designed to capture, such as the time to disposition or age of case for a subsequent Action.

Clerks will have to manually track data on subsequent Actions, which is impossible or particularly challenging for larger counties with thousands of case events to manually review.

Probate/Guardianship & Mental Health Cases

- Probate, Guardianship and Mental Health data will be published in this next report, however, this will only include filing information, no clearance rate or age of cases.

Constitutional, Statutory County, and Statutory Probate Courts

For each court in the county, the clerk shall report **by case category** relevant to the court:

1. **The number of cases filed during the year** as reported on the Judicial Council Monthly Court Activity Reports in addition to any cases transferred in from another statutory county or statutory probate court in the county.

Probate and guardianship: New cases filed, ancillary cases, all other matters, and transfers from another statutory county or statutory probate court as reported on Lines 1 and 2a & 2b of the Judicial Council Monthly Report Form.

PROBATE AND GUARDIANSHIP SECTION

IF NO COURT ACTIVITY FOR THE MONTH, CHECK THIS BOX: ☐

CASES ON DOCKET	DECEDENTS' ESTATES			GUARDIANSHIPS		ALL OTHER	TOTAL
	INDEPENDENT ADMINISTRATION	DEPENDENT ADMINISTRATION	ALL OTHER ESTATE PROCEEDINGS	MINOR	ADULT		
1. NEW CASES, APPLICATIONS OR WILL/GUARDIANSHIP CONTESTS FILED							
2. OTHER CASES ADDED							
a. Ancillary Cases							
b. All Other Matters							
3. INVENTORIES FILED							
4. GUARDIANSHIP OF PERSON REPORTS FILED							
5. ANNUAL OR FINAL ACCOUNTS FILED							
ADDITIONAL INFORMATION							TOTAL
6. GUARDIANSHIPS						TOTAL	
a. Dismissed or Denied			c. Closed			7. CHAPT. 11B2 INVESTIGATIONS	
b. Granted			d. Active			8. CHAPT. 4B REMOVALS	
						9. HEARINGS HELD	
						10. CASES IN WHICH PLAINTIFF/ PETITIONER REPRESENTED SELF	

Probate/Guardianship & Mental Health Cases

Mental health commitments: Applications filed for involuntary commitment, applications filed for order to authorize psychoactive medications as reported on Lines 1 & 7 of the Judicial Council Monthly Report, and internal transfers from another statutory county or statutory probate court.



MENTAL HEALTH SECTION

IF NO COURT ACTIVITY FOR THE MONTH, PLEASE CHECK THIS BOX: ☐

		TEMPORARY MENTAL HEALTH SERVICES	EXTENDED MENTAL HEALTH SERVICES	MODIFICATION:			ORDERTO AUTHORIZE PSYCHOACTIVE MEDICATIONS
				INPATIENT TO OUTPATIENT	OUTPATIENT TO INPATIENT		
Intake	1. NEW APPLICATIONS FILED					7. NEW APPLICATIONS FILED	
	2. ORDERS FOR PROTECTIVE CUSTODY SIGNED						
Hearings	3. PROBABLE CAUSE HEARINGS HELD						
	4. RELEASE/DISMISSAL PRIOR TO FINAL HEARING					8. DISMISSAL PRIOR TO HEARING	
	5. FINAL COMMITMENT HEARINGS HELD					9. HEARINGS HELD	
Other Information	6. DISPOSITION AT FINAL HEARING					10. DISPOSITION AT HEARING	
	a. DENIED (RELEASE)					a. DENIED	
	b. GRANTED (COMMIT)					b. GRANTED	
	INPATIENT						
	OUTPATIENT						

*Cases transferred between same level courts should be tracked in the Internal Transfers In and Out columns to provide accuracy of cases pending, filed and disposed in the proper court if needed. **For additional guidance regarding counting transferred cases see: [Guidance Document](#)**

Tips -Review your Performance Measures Report before submitting

- Make sure you included the correct court identifiers for each court you are reporting for.
- Do not hide or delete any columns - even if you are not using them.
- There should be no negative numbers in any columns.
- If your court does not hear certain cases, leave those cells blank (do not put in zeros).
- Check to see that your **Total Disposed** Column matches the **AoC Disposed** Column. These columns should be the same!
- Your clearance rate calculation is: (Cases disposed + cases transferred out + cases placed on inactive status) DIVIDED BY (Cases added + Cases Transferred in + Cases Reactivated) so double check you have numbers in those columns.
- If other clerks report numbers for the same court, please give us the heads up!



Your Monthly report is the foundation for your Performance Measures Report!

Review Judicial Council Trial Court Activity Reports (OCA Monthly Report) instructions-
[Reporting Instructions](#)

If you report for District and Statutory County Courts at Law, you should be submitting separate monthly reports for the different court levels.

If you report for the Constitutional County Court and a Statutory County Court at Law, you should be submitting separate monthly reports for the different court types.

Inventory & Review

- Review **Active Pending** cases to validate and make necessary corrections and updates to:
 - Case filings and Re-openings-
 - Offense Code mappings (OCA website maintains updated list for monthly report identified category.)
<https://www.txcourts.gov/media/1460047/dps-offense-codes-version-19-updated-01012025.xlsx>
 - Motions that **Reopen** cases previously reported closed/disposed.
 - Additional Court Activity (Mappings using event codes and other options available within your CMS)

Inventory & Review

- Dispositions:
 - Mapped dispositions to the corresponding disposition on the reports
 - Pre-trial Diversions
 - CPS Cases closed at Terminations of parents
 - Administrative closures
 - **NOTE: Appealed cases DO NOT reopen a case for OCA reporting.**

Pre-Trial Diversion is a Disposition

*NOTE- cases where a defendant is given pre-trial diversion or placed on a specialty program **should be closed when the defendant is placed on the service**, not set inactive.

CAUSE NO. _____

STATE OF TEXAS § IN THE _____ COURT OF

vs. § _____ COUNTY, TEXAS

_____ § _____ JUDICIAL DISTRICT

MEMORANDUM REGARDING DEFENDANT'S ENTRY INTO PRE-TRIAL DIVERSION

On _____, it was brought to the Court's attention that the Defendant and his/her Attorney entered into a pre-trial diversion program with the State of Texas. Unless ordered by the Court, all future dates set in this Court are vacated by this Court. Furthermore, the Court orders that the Defendant comply with any and all terms of the pre-trial diversion program and the case reported disposed in accordance with Office of Court Administration reporting guidelines.

Acknowledged the _____ day of _____, 20____.

Definition of Inactive for OCA Reporting Purposes

- A case should be counted as Inactive **when further court proceedings and activities cannot resume due to events beyond the court's control.** The court cannot take further action until an event restores the case to the court's active control.
- Although many filings can trigger a clerk to set a case Inactive, there are some events that do not generate a document, so unless a document/memorandum is communicated to the clerk, they would not be aware that a case qualifies to be set inactive.
- **Solution-** Create a document that provides the clerk the qualifying information to set the case inactive and establish a process for staff to manage the change in status within the CMS.
- Sample forms have been provided.

Inventory & Review- Inactive & Reactivated

- Case triggers for Inactive and Reactivated Cases
 - Arrest Warrants/Capias issued (Criminal & Family)
 - Warrants Executed
 - Criminal, Civil, Family & Juvenile Inactive/Reactivated guidelines
 - [Sample Forms](#)
- If paper files are still being made, inventory your files to identify any errors with unreported closures or cases not set inactive.

CAUSE NO. _____

STATE OF TEXAS

§
§
§
§
§

IN THE _____ COURT OF

vs.

_____ COUNTY, TEXAS

_____ JUDICIAL DISTRICT

ORDER TO STAY AND PLACE CASE ON INACTIVE STATUS

The parties have notified the Court that the above listed cause be stayed and have agreed to such as evidenced by their signatures below and hereby waive any claims for speedy trial. Unless ordered by the Court, all future dates set in this Court are vacated by this Court. Furthermore, the Court orders this case reported inactive in accordance with Office of Court Administration reporting guidelines.

THE CASE IS HEREBY STAYED IN ACCORDANCE TO ONE (OR MORE) OF THE FOLLOWING REASONS:

- ☐ In cause no. _____, the Defendant and his/her Attorney entered into a pre-trial diversion/drug court program with the State of Texas, and in consideration of the Defendant's successful completion of that program, the State will submit a motion to dismiss this case.
- ☐ Defendant is being held in another jurisdiction on federal detainer/charges or has been deported;
- ☐ Defendant is being held in another jurisdiction on other criminal charges:
- ☐ Defendant's mental illness or intellectual disability questions.
- ☐ Defendant undergoes temporary or extended inpatient mental health treatment, court ordered competency restoration program, or inpatient drug treatment;
- ☐ Pending the outcome of charges in another court: CAUSE NO.: _____, IN _____ COURT
_____ COUNTY/STATE;
- ☐ Defendant's serious illness or hospitalization.
- ☐ Pending the completion of scientific testing; specifically: _____.
- ☐ Other Stay/Abatement with Court Approval: _____.
- ☐ **This case is hereby reset for a status / docket call on _____.**

Acknowledged the _____ day of _____, 20____.

**Criminal
INACTIVE
Sample
Order**

Civil/Family
INACTIVE
Sample
Order

CAUSE NO. _____

vs. _____

§
§
§
§
§

IN THE _____ COURT OF

_____ JUDICIAL DISTRICT

ORDER TO STAY AND PLACE CASE ON INACTIVE STATUS

Inactive Date: _____

THE CASE IS HEREBY STAYED BECAUSE OF ONE OR MORE OF THE FOLLOWING REASONS:

- ☐ Arbitration ordered that is not under the court's control.
- ☐ Notice/Suggestion of Bankruptcy filed that completely stays the case.
- ☐ Suggestion of death filed.
- ☐ MDL Order Granting Motion to Transfer/Designation of Pretrial Court has been filed.
- ☐ Soldiers' & Sailors Civil Relief Act.
- ☐ Judgment/Settlement have been reached and court has placed "on hold" until final order submitted to court for signature. **(Courts order is to be provided no later than ____ days of case being set inactive.)**
- ☐ Abatement ordered. (Examples: Improper service of process; prior pending action between parties; collaborative law procedures (Ch. 15, Family Code).
- ☐ Capias has been issued for failure to appear (Ch. 157, Family Code).

Judge Signature

Date

Other Civil Information



Cases filed with no service of citation **do not qualify as a reason to inactivate a case,** as there are other remedies the parties can use to proceed to disposition including, but not limited to, citation by posting/publication, Rule 106, etc. (*Discussions pending)



Tax cases in which a respondent is paying back taxes before the case is dismissed should be reported as disposed when the payment agreement is made. It is recommended that the court sign an agreement to dispose of the case. However, absent a written agreement/disposition, the case may be set “Inactive” if there is no further involvement by the court.



Eminent Domain cases have been identified as a case that can be disposed and/or set Inactive with the appointment of a Special Commissioner. The case would be reactivated or reopened with a filing of “appeal” to the trial court for the judge to review and potentially set for trial, etc. If the case is dismissed in acceptance of the Commission's value, there is nothing more to report to OCA.

Other Family Information



Cases filed with no service of citation **do not qualify as a reason to inactivate a case,** as there are other remedies the parties can use to proceed to disposition including, but not limited to, citation by posting/publication, Rule 106, etc.



Child Protective Service cases where the parental rights have been terminated, and the department is Managing Conservator should be disposed. Review hearings are reported in additional court activity.

Juvenile INACTIVE Sample Order

CAUSE NO. _____

In the Matter Of

§
§
§
§
§

IN THE _____ COURT OF

_____ COUNTY, TEXAS

_____ JUDICIAL DISTRICT

ORDER TO STAY AND PLACE CASE ON INACTIVE STATUS

The parties have notified the Court that the above listed cause be stayed and have agreed to such as evidenced by their signatures below and hereby waive any claims for speedy trial. Unless ordered by the Court, all future dates set in this Court are vacated by this Court. Furthermore, the Court orders this case reported inactive in accordance with Office of Court Administration reporting guidelines.

THE CASE IS HEREBY STAYED IN ACCORDANCE WITH ONE (OR MORE) OF THE FOLLOWING REASONS:

- ☐ Case in which a directive to apprehend or warrant for arrest have been issued:
- ☐ Case stayed due to a question of mental illness or intellectual disability:
- ☐ Case stayed while a respondent undergoes temporary or extended inpatient mental health treatment, court ordered competency restoration program, or inpatient drug treatment:
- ☐ Case stayed due to the respondent is unavailable for adjudication: (Does not include order of detention)
- ☐ Pending the outcome of a case in another court: CAUSE NO.: _____, IN _____ COURT
_____ COUNTY/STATE:
- ☐ Case stayed due to serious illness or hospitalization.
- ☐ Case stayed pending the completion of scientific testing; specifically: _____.
- ☐ Other Stay/Abatement with Court Approval: _____.
- ☐ This case is hereby reset for a status / docket call on _____.

Acknowledged the _____ day of _____, 20_____.

Next Performance Measures Report- Recap:

- FY 2025 Performance Measures Reports should include data for September 1, 2024 – August 31, 2025
- Reports are due on November 1, 2025
- Continue cleanup efforts with Monthly Reports to ensure data quality.
- Provide a Detailed Monthly report, or comparable, to each court to enable them to review and input as to any concerns.
- Data for Age of Active Pending and Age of Cases Disposed should be included on your report.

Performance Measures Report Resources

- **OCA Resources:**
 - <https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/>
 - <https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/performance-measures-for-district-county-courts-hb-2384/>
 - [Reporting Instructions + Guidance on Transfers](#)
 - [Probate/Mental Health Guidance](#)
 - [Frequently Asked Questions](#)
 - [Defining Inactive Status for OCA Reporting](#)
- ***Still have questions? Email [judinfo@txcourts.gov](mailto:judioinfo@txcourts.gov)***

Additional questions can
be sent to:

judinfo@txcourts.gov or
sheri.woodfin@txcourts.gov



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Thank You for Attending the Webinar!



That's a Wrap!