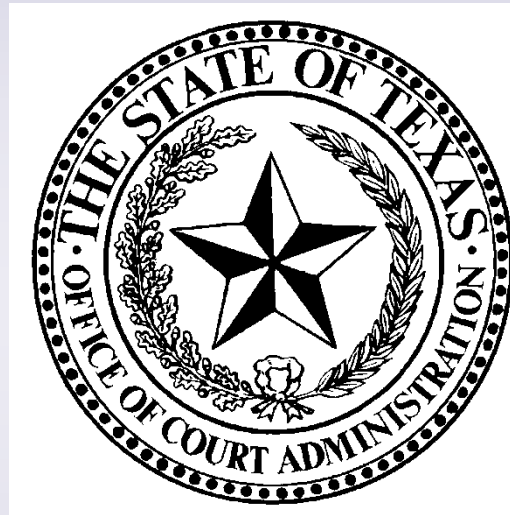
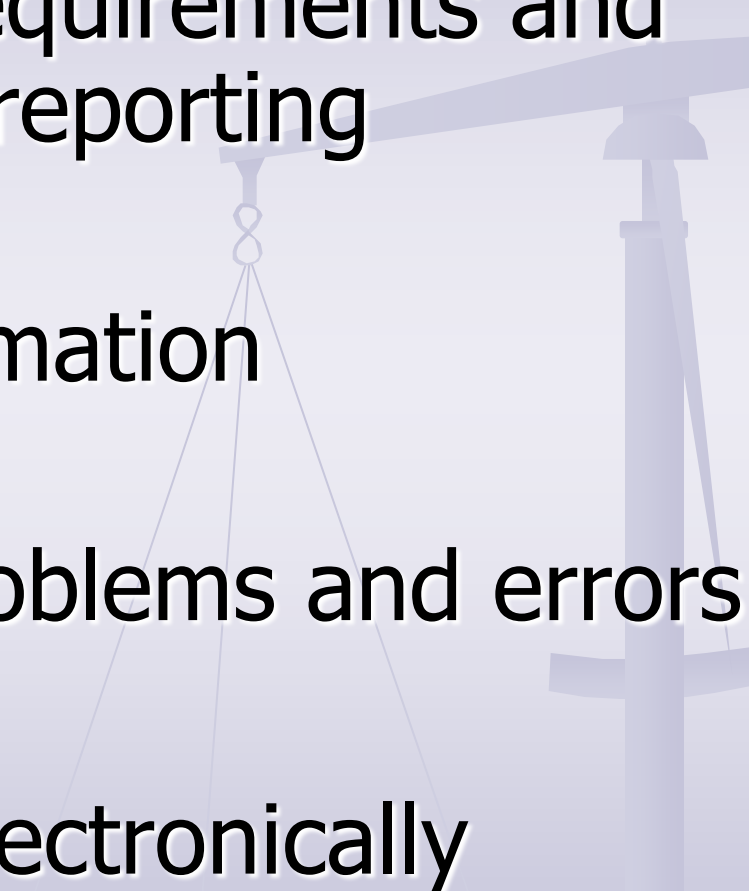


Proper Reporting to the



Office of Court Administration

Objectives

- Reporting requirements and reasons for reporting
 - Use of information
 - Common problems and errors
 - Reporting electronically
- 

Legal Requirements

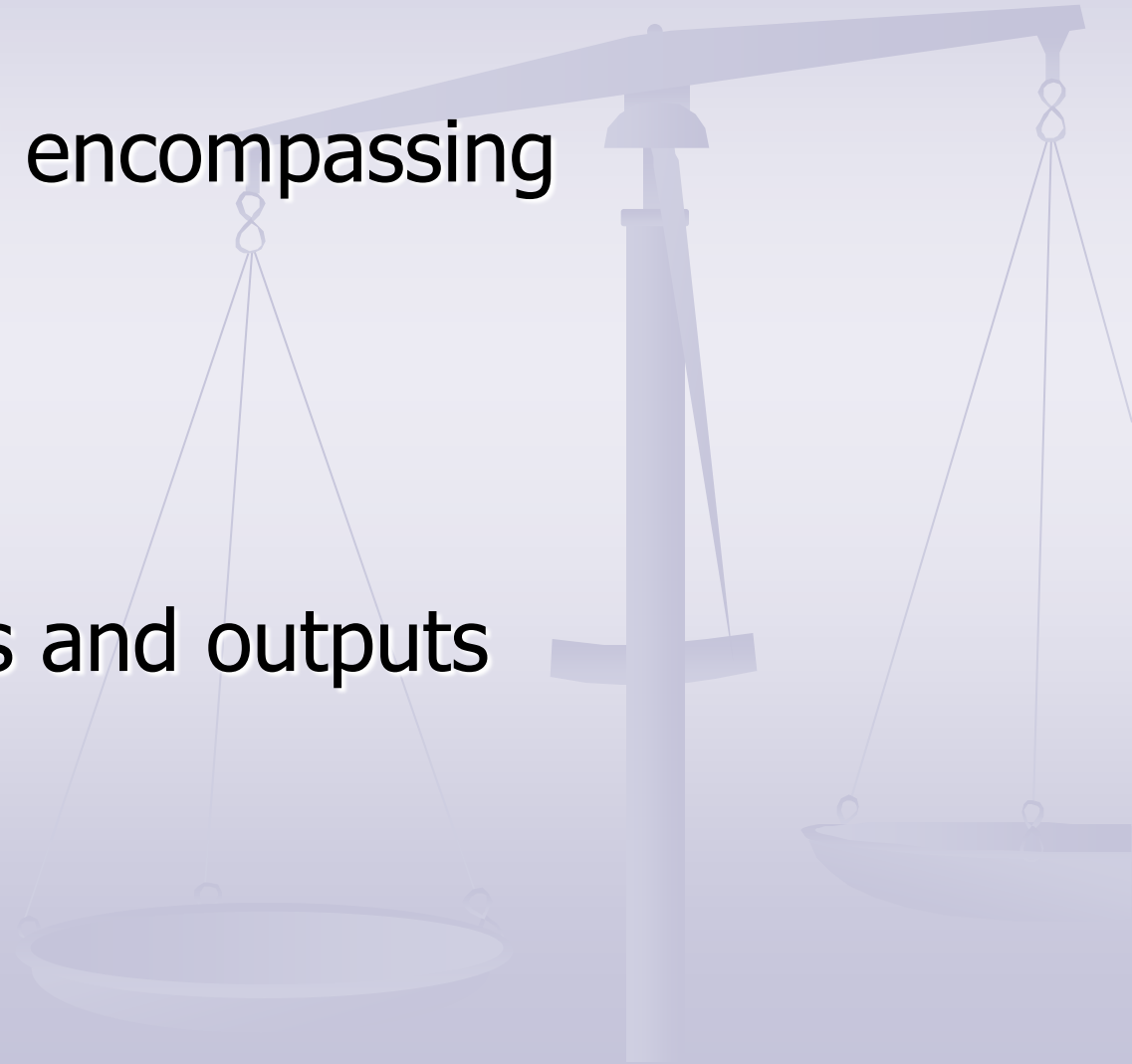


Texas Government Code, Chapter 71, Section 71.035(b): judge, clerk must submit reports

Texas Administrative Code, Sections 171.1 & 171.2: reports due no later than **20th** day of month

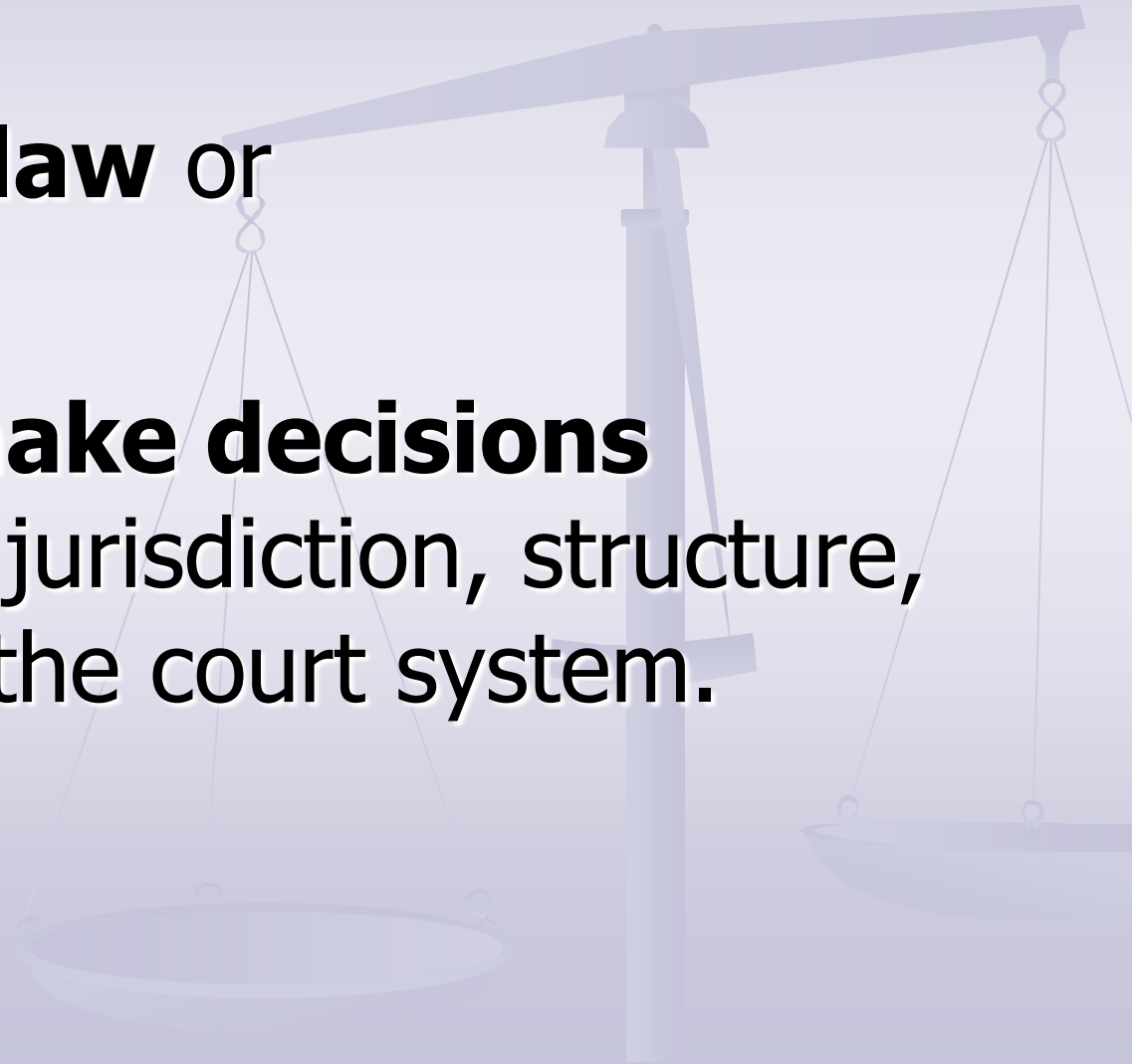
Scope of Information

- Report is not all encompassing
- Judge-centered
- Measures inputs and outputs



Scope of Information

- **required by law or**
- **needed to make decisions**
regarding the jurisdiction, structure,
and needs of the court system.

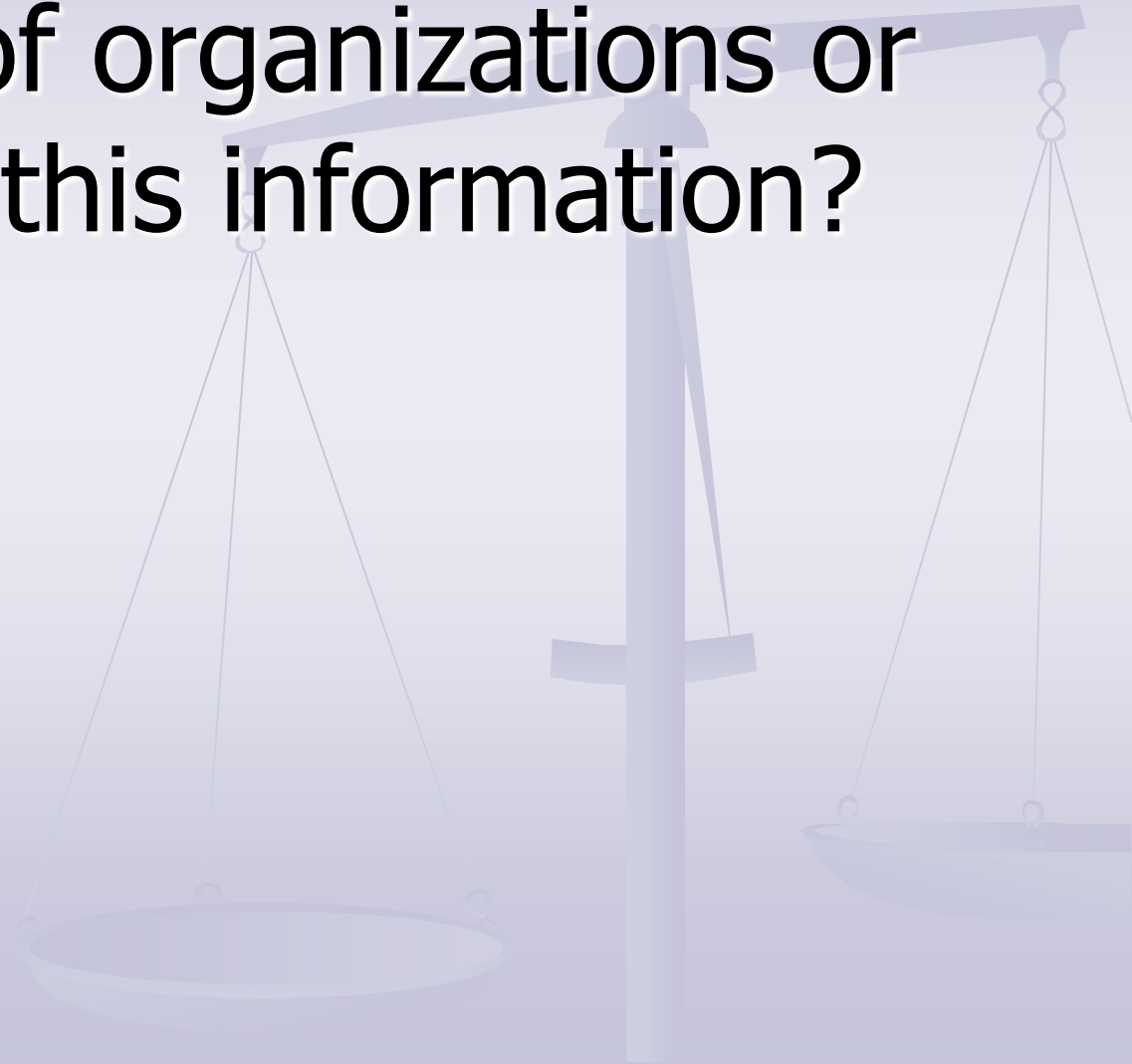


Publications

- Trial Court Judicial Data Management System:
<http://dm.courts.state.tx.us>
- *Texas Judicial System Annual Report*
- *Texas Judicial System Directory*



What types of organizations or people use this information?



Court Data Users



City councils

City financial/budget officers

City auditors

Other judges

Other clerks

Commission on Judicial Conduct

Comptroller

Office of Court Administration

Legislative Budget Board

Department of Public Safety

Department of Transportation

National Center for State Courts

The media

The general public

**Special interest groups: MADD,
United Way**

Professors, students

Department of Criminal Justice

Legislative Council

State Auditor

Attorney General's Office

Governor's Office

State Bar

Legislators & legislative committees

Commissioners courts

County auditors/treasurers

Texas Association of Counties

Councils of Governments

Law enforcement

Law firms & attorneys

Lobbyists

Workloads

- Number of filings
- Types of filings
- Magistrate activities



Performance

- Case clearance rate

$$\frac{\text{Number cases disposed}}{\text{Number cases added}} \times 100$$

$$\frac{2,400}{3,000} \times 100 = 80\%$$



Performance

- Revenue per disposition

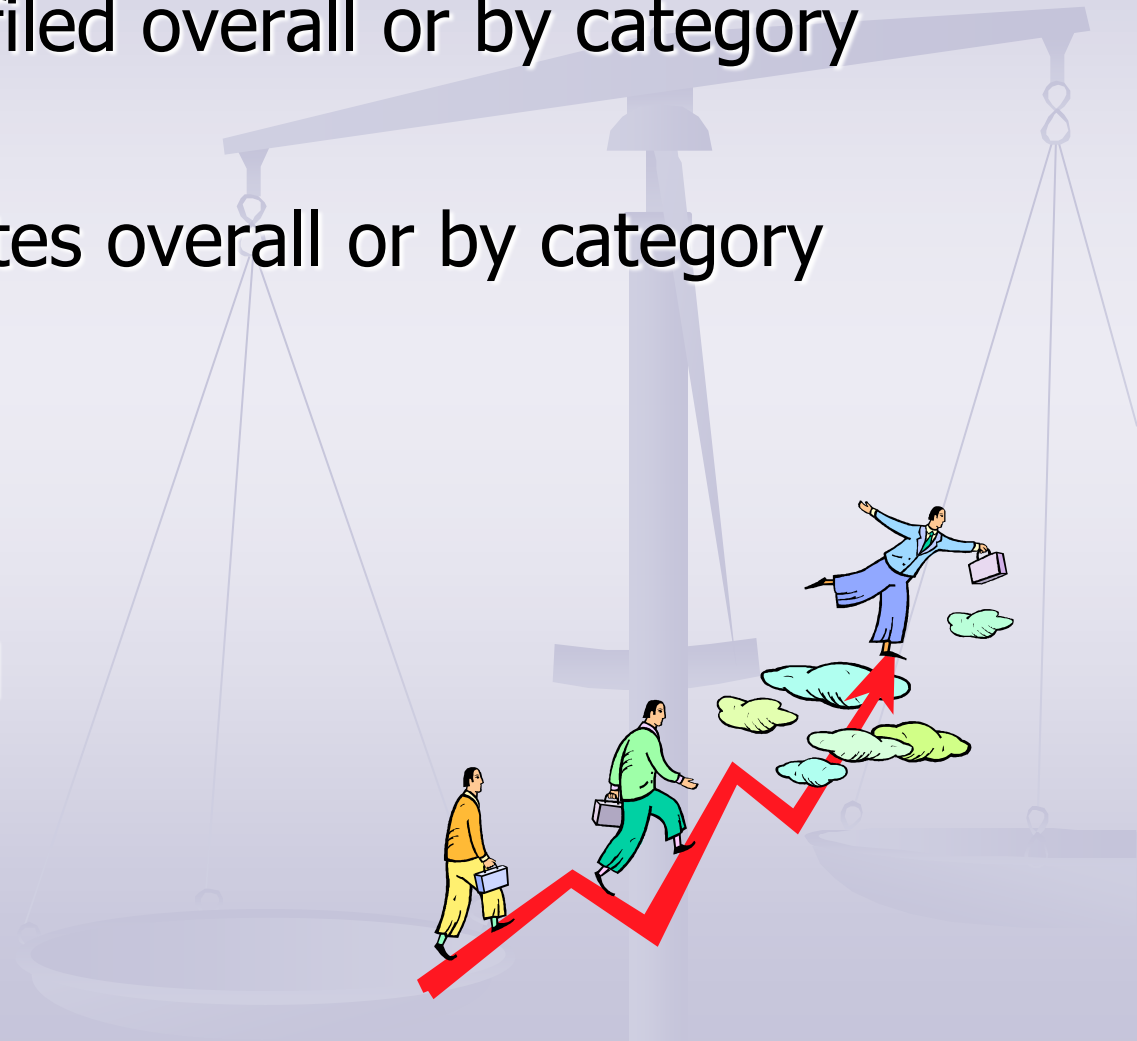
Total Revenue Collected

Number convictions

Convictions = Bond Forfeitures + Fined + Trial
by Judge: Finding of Guilty + Trial by Jury:
Finding of Guilty + DSC + Deferred Disposition

Trends

- Number of cases filed overall or by category
- Case clearance rates overall or by category
- Warrants issued
- Revenue collected



Comparisons



- **Courts in similar-sized cities**
- **Over time**
- **With more research:**
 - Staffing levels, salaries, budgets, other resources
 - Case management, revenue collection practices

Benefits to You



- Official data to demonstrate what your court is doing and how well
- Identify areas of needed improvement
- Justify requests for public resources: staff, technology

QUESTIONS ?





DO's

&

DON'Ts

**WRONG
WAY**



DO's



- Use the proper form (July 2003)
- Label the report on both pages with court name, month, year
- Turn in the report in a timely manner, but **turn in even if late.**
- Fill out the front of the form in it's entirety, including the "Prepared By" section

DO's



- Include only that activity which **occurred during the reporting month**
- Fill out the entire form, **including total revenue** (blanks will be interpreted as zeros)
- Submit a report every month, even when there is no activity in the court for that month

DO's



- Make sure that the completed form is **legible**
- Keep copies of each report submitted
- Make corrections at any time
- Give us a call if you have questions!

DO's

If your report is computer generated:

- Make sure your **court's name** is on your form or computer printout !!
- Make sure the printout is **legible** !!

DON'Ts

**WRONG
WAY**

- Create or modify categories on the form
- Enter data in shaded areas
- Use case numbers, negative numbers, or Roman numerals

DON'Ts

- Report number of community service hours ordered
- Enter dollar figures in anything other than the Total Revenue line



**WRONG
WAY**

DON'Ts

- Submit separate reports
- Send us your traffic tickets or documents that should be sent to DPS, Comptroller, etc.



EXERCISE





What goes where?



**WRONG
WAY**

A red rectangular sign with a white border and a white outline. The sign has a halftone or dot pattern background. The text "WRONG WAY" is written in white, bold, sans-serif capital letters, centered on the sign.

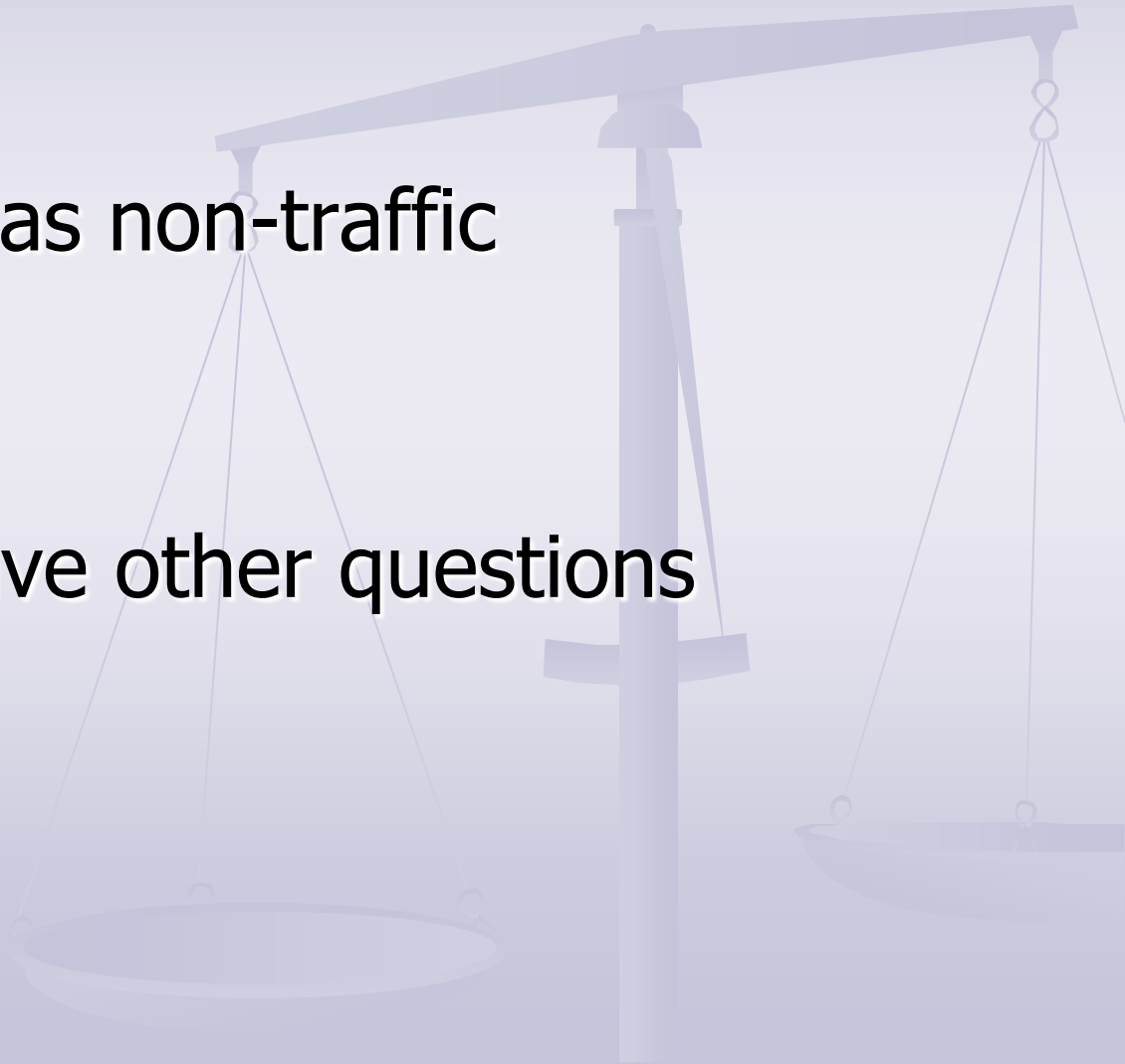
Filings & Dispositions Section



- Report only criminal cases over which your court has jurisdiction
- **Do** include juvenile cases over which your court has jurisdiction
- **Do not** include cases handled by judge as a magistrate

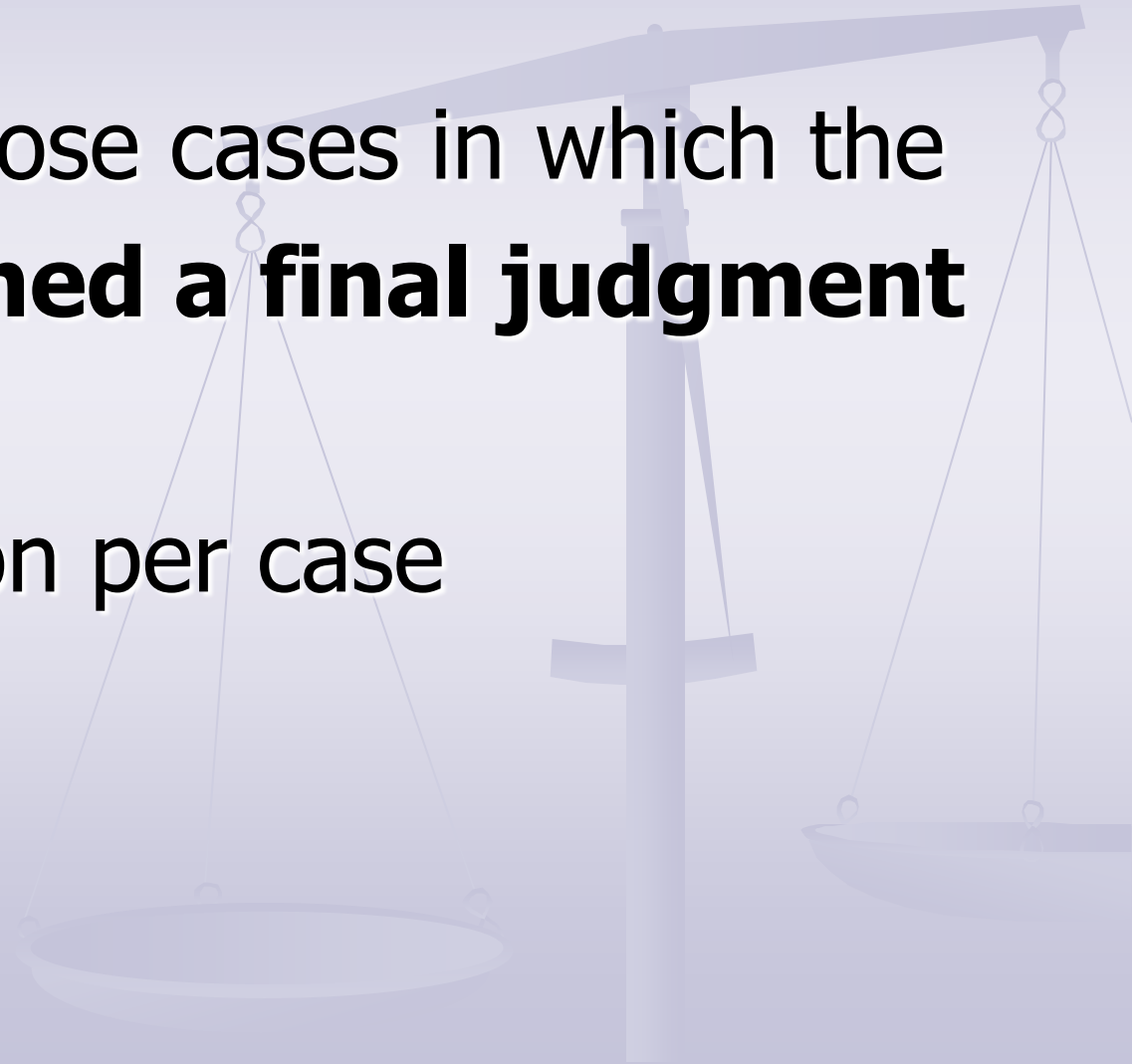
Filings & Dispositions

- **VPTAs:** Report as non-traffic misdemeanor
- Call us if you have other questions



Dispositions

- Report only those cases in which the **judge has signed a final judgment**
- **One** disposition per case

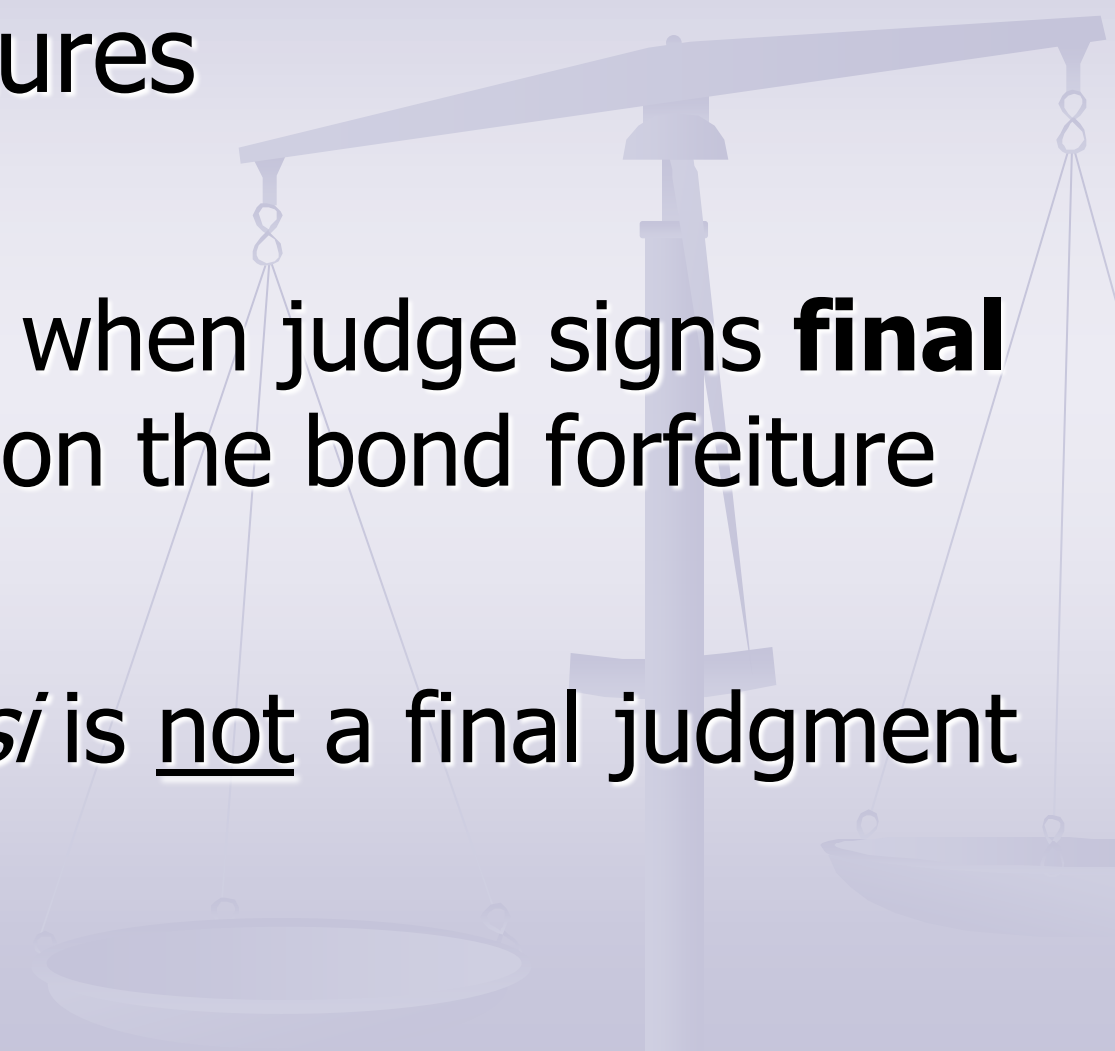


Dispositions: Prior to Trial

- Bond Forfeitures

Report only when judge signs **final judgment** on the bond forfeiture

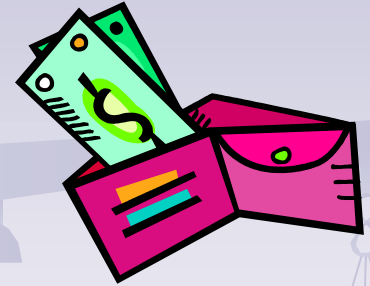
Judgment nisi is not a final judgment



Dispositions: Prior to Trial

■ Fined

- Report cases disposed by payment of fine **without appearing before a judge** (mail, online, in person, or credit card by phone)
- Disposition date is date judgment was signed (includes payment plans)



Dispositions: At Trial

- **Trial by Judge**

Trials, of course!

However,...include all appearances before judge in which a final judgment was rendered



Trial by Judge



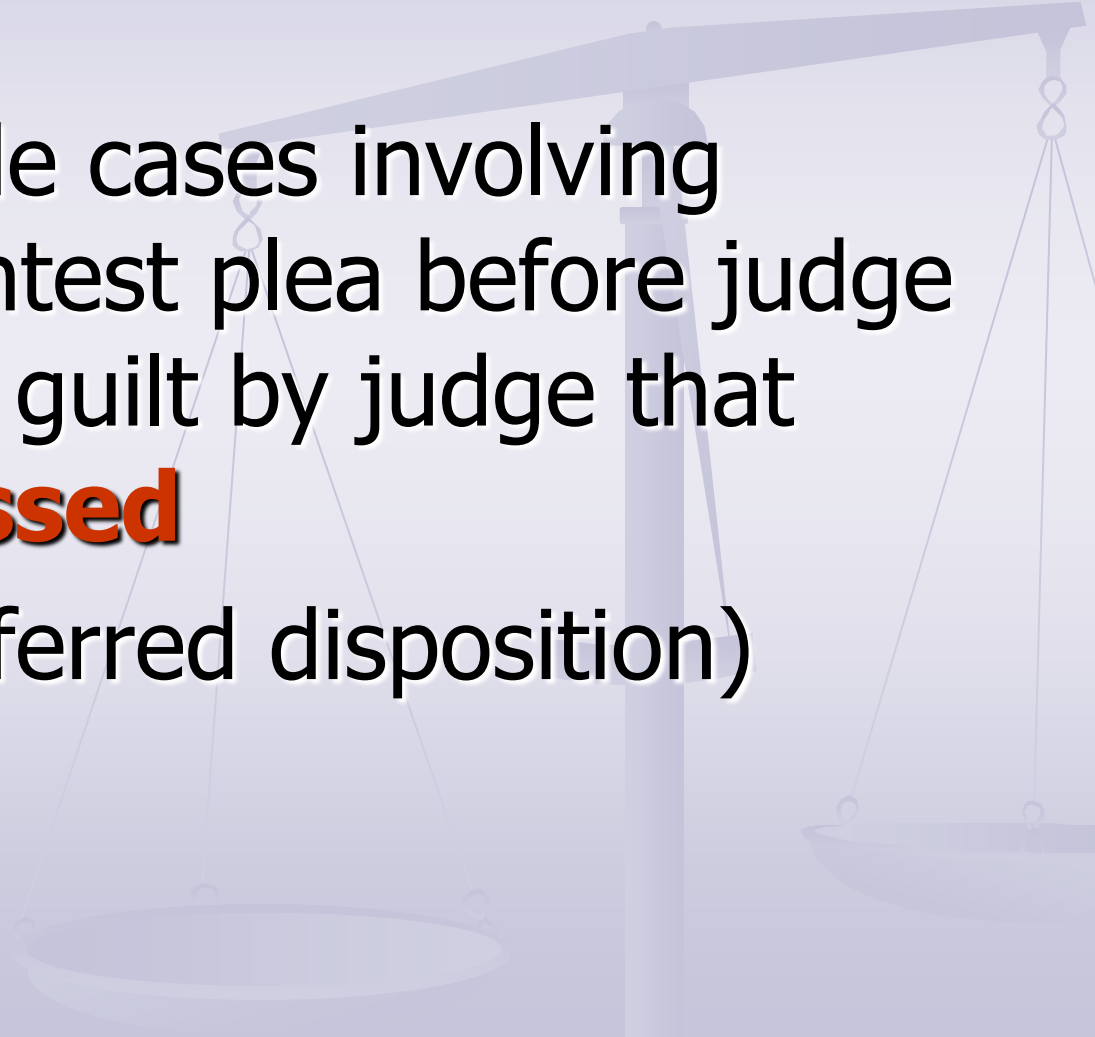
Include:

- Acceptance of guilty or no contest pleas
- Appearance to plead not guilty but later paid fine
- Appearance to obtain deferral but later paid fine or deferral was revoked

Report when judge signs final judgment

Trial by Judge: Finding of Guilty

Do not include cases involving guilty/no contest plea before judge or finding of guilt by judge that were **dismissed**
(i.e., deferred disposition)



Dispositions: At Trial



- Dismissed at Trial

Report all cases dismissed **at or after trial** that are **not reported elsewhere as dismissed on the form**

Do NOT include driver safety, deferred disposition or compliance dismissals

Dispositions: Other Cases Dismissed

- Driving safety course
- Deferred disposition
- Proof of financial responsibility
- Proof of valid inspection, registration, driver's license

**Do not report until the
charge is dismissed**


Community Service

Report only those cases in which
community service was ordered to
satisfy a fine or costs

CAUTION

Community Service

Do not :

- include cases in which community service is a **mandatory sanction** for the offense
 - report the number of hours ordered or served
- 

Juvenile Activity

Please make sure
that you are using
the proper form,

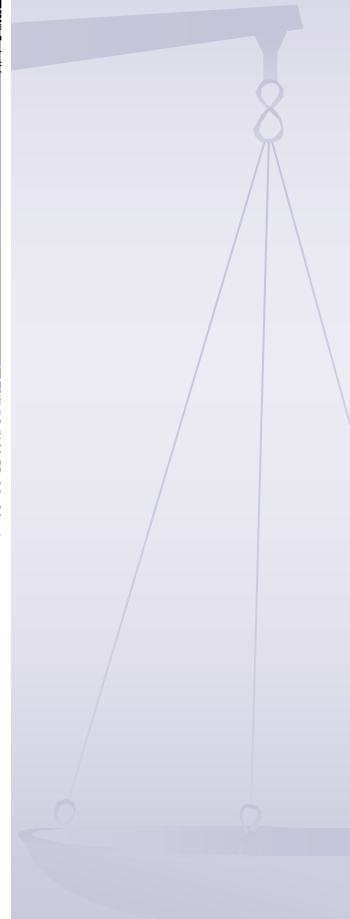
**last revised
July 2003.**



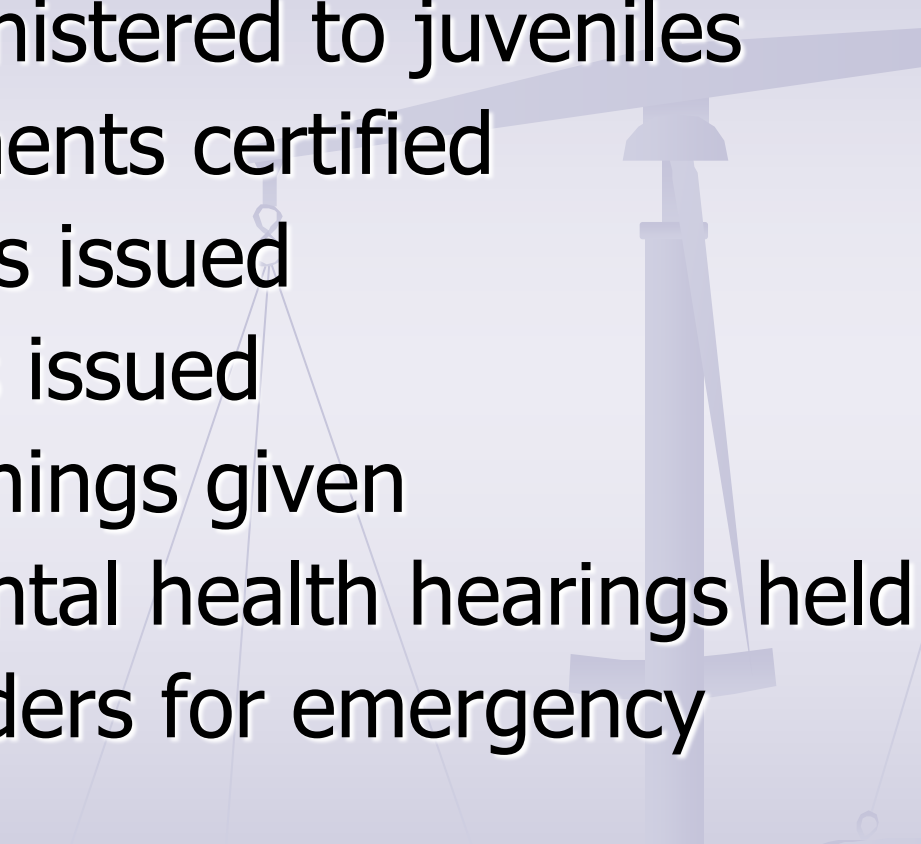
7. Juvenile / Minor Activity:	
A. Transportation Code Cases Filed	
B. Non-Driving Alcoholic Beverage Code Cases Filed	
C. Driving Under the Influence of Alcohol Cases Filed	
D. Health & Safety Code (Tobacco) Cases Filed	
E. Failure to Attend School Cases Filed <i>(Education Code, Sec. 25.094)</i>	
F. Education Code (Except Failure to Attend) Cases Filed	
G. Violation of Local Daytime Curfew Ordinance Cases Filed <i>(Loc. Govt. Code, Sec. 341.905)</i>	
H. All Other Non-Traffic Fine-Only Cases Filed	
I. Waiver of Jurisdiction of Non-Traffic Cases <i>(Family Code, Sec. 51.08(b))</i>	
J. Referred to Juvenile Court for Delinquent Conduct <i>(C.C.P., Art. 45.050 (c)(1))</i>	
K. Held in Contempt, Fined, or Denied Driving Privileges <i>(C.C.P., Art. 45.050 (c)(2))</i>	
Magistrate Warnings Given (Juvenile):	
L. Warnings Administered	
M. Statements Certified	



8. Parent Contributing to Nonattendance Cases Filed <i>(Education Code, Sec. 25.093)</i>	
9. Safety Responsibility and Driver's License Suspension Hearings Held	
10. Search Warrants Issued <i>(Do not include warrants for arrest.)</i>	
11. Arrest Warrants Issued:	
A. Class C Misdemeanors Only	
B. Felonies and Class A and B Misdemeanors	
12. Magistrate Warnings Given: <i>(Given to defendants charged with county or district court offense.)</i>	
A. Class A and B Misdemeanors Only	
B. Felonies	
13. Emergency Mental Health Hearings Held	
14. Magistrate's Orders for Emergency Protection	
15. Total Revenue \$ _____ <i>(Include all revenue collected during month to be remitted to city or state.)</i>	



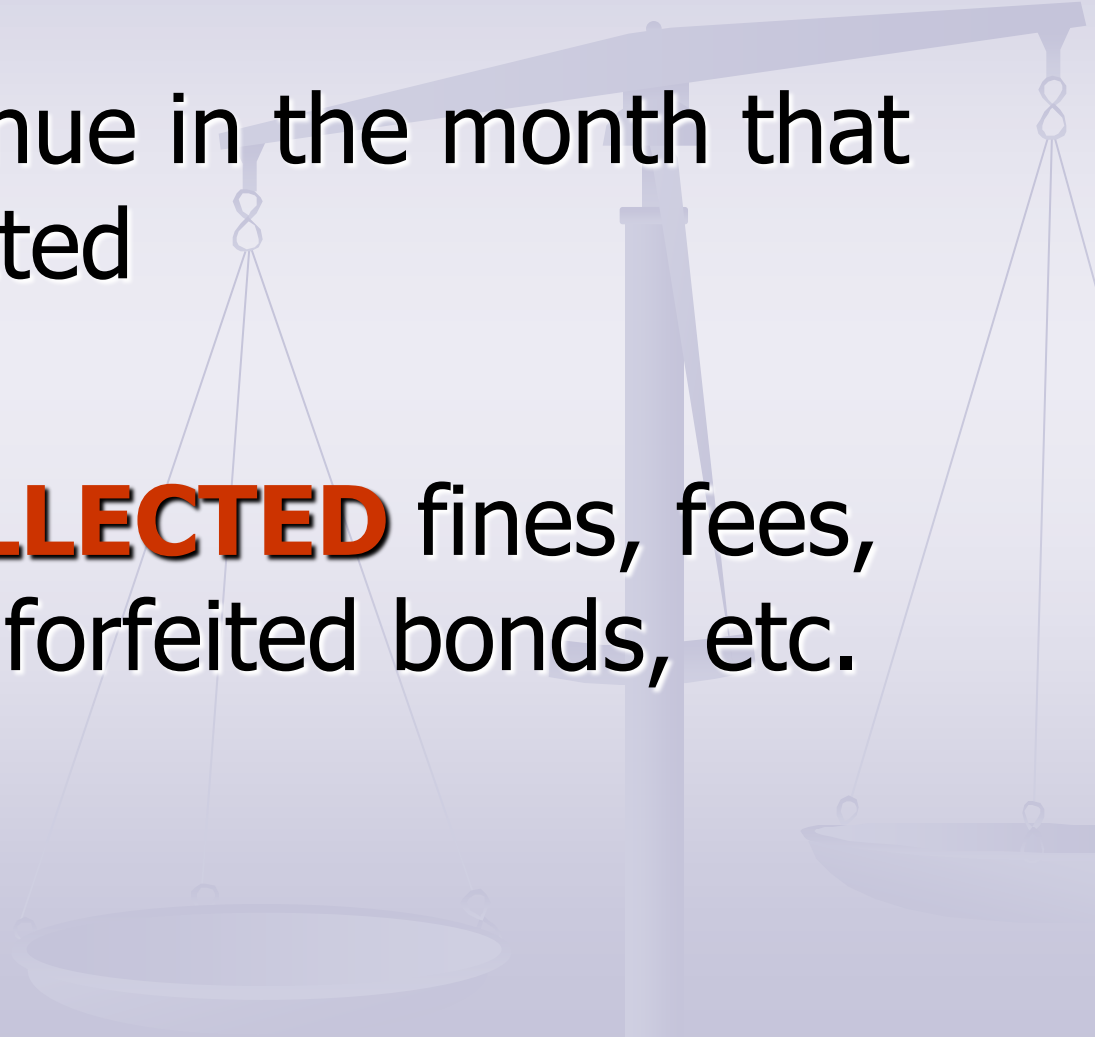
Magistrate Duties

- Warnings administered to juveniles
 - Juvenile statements certified
 - Search warrants issued
 - Arrest warrants issued
 - Magistrate warnings given
 - Emergency mental health hearings held
 - Magistrate's orders for emergency protection
- 

Total Revenue



- Report revenue in the month that it was collected
- Include **COLLECTED** fines, fees, court costs, forfeited bonds, etc.





Total Revenue

If revenue is reported, cases must be reported as disposed in the Fined and/or Findings of Guilty lines.

(except when amounts owed are paid in installments in the month(s) after the cases were reported as disposed)



Total Revenue

Do not:

- **report amounts assessed**
- **include amounts retained by collections agencies**

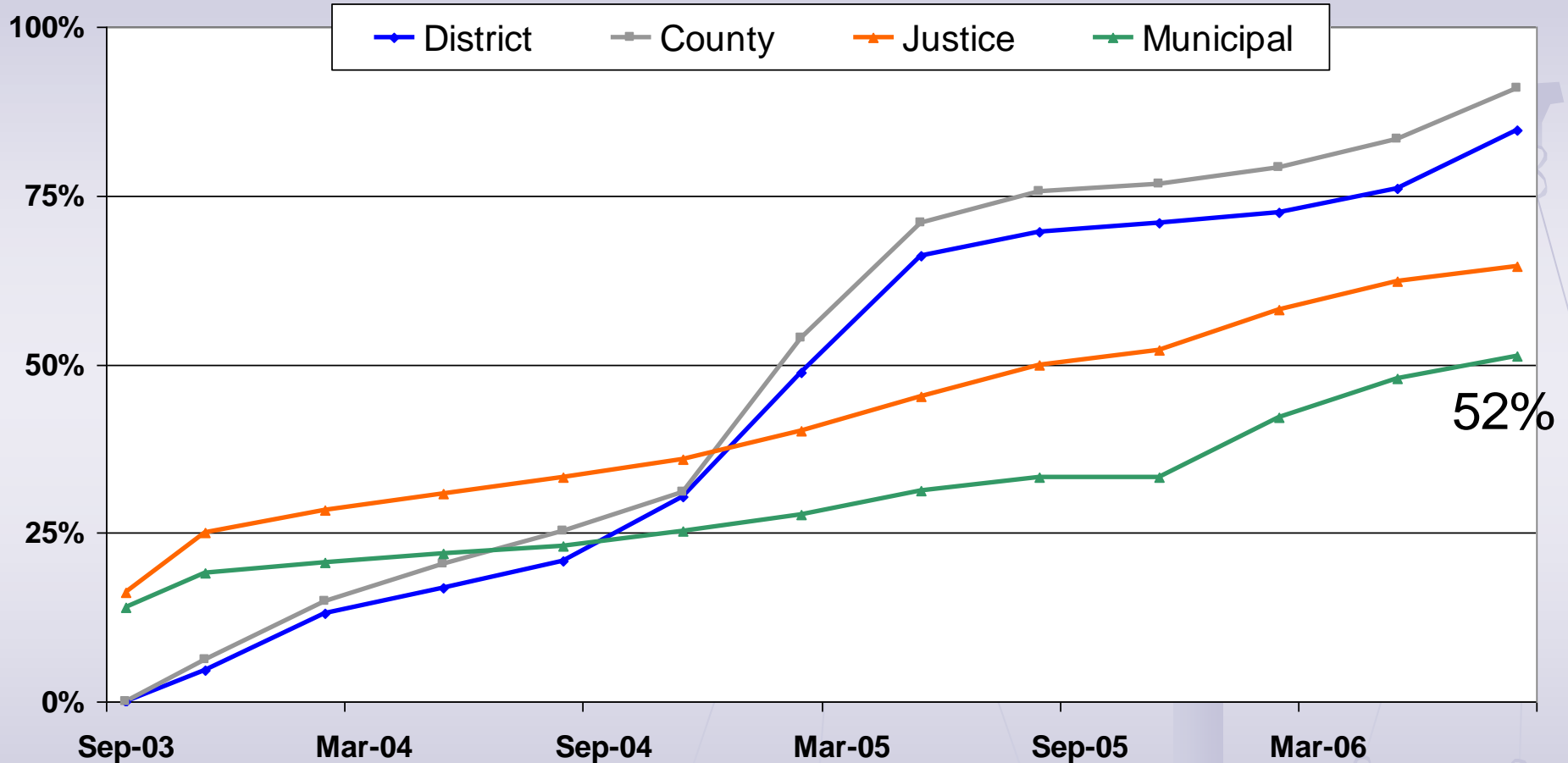


Trial Court Judicial Data Management System



<http://dm.courts.state.tx.us>

Growth in Electronic Reporting



Status of Online Reporting



*November
2008*

District Clerks

233 (94 %)

County Clerks

241 (97 %)

Justice Courts

597 (73%)

Municipal Courts

522 (58 %)

Getting Started



Contact OCA's **Help Desk:**

(512) 463-1642

to obtain a User ID and password

THE TEXAS OFFICE OF COURT ADMINISTRATION Trial Court Judicial Data Management System

[Logout](#) | [Help](#)



[Public Judicial Directory](#)

[Public Reports](#)

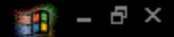
[Change Password](#)

For Assistance contact 512/463-1642

User Name (9 digit court ID #) :

Password:

[Login](#)



THE TEXAS OFFICE OF COURT ADMINISTRATION Trial Court Judicial Data Management System

[Logout](#) | [Help](#)



Houston County

Municipal Court:

Grapeland

P O Box 62
GRAPELAND, TEXAS
75844-0062



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[Search and Edit](#)

[View Electronic File Status](#)



THE TEXAS OFFICE OF COURT ADMINISTRATION Trial Court Judicial Data Management System

Municipal Court Monthly Report

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Judge:

[Municipal Main](#) > [Monthly Report](#)

Year:

Month:

Grapeland

COURT CLERK:

[Continue](#)

Grapeland: June 2003

CASES ON DOCKET	TRAFFIC		NON-TRAFFIC MISDEMEANORS	
	NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. NEW CASES FILED DURING THE MONTH	770	8	10	20
2. DISPOSITIONS PRIOR TO TRIAL				
A. Bond Forfeitures				
B. Fined	77	3	1	4
C. Cases Dismissed <i>(Do not include here those dismissals which are reported separately in 3C and 4 below).</i>	49	0	1	12
3. DISPOSITIONS AT TRIAL				
A. Trial by Judge				
(1) Finding of Guilty	136	1	5	2
(2) Finding of Not Guilty				
B. Trial by Jury				
(1) Finding of Guilty				
(2) Finding of Not Guilty				
C. Dismissed at Trial				
4. CASES DISMISSED				
A. After Driver Safety Court	4			
B. After Deferred Disposition	68		1	1
C. After Proof of Financial Responsibility <i>(Usually liability insurance)</i>	84			
D. Compliance Dismissal <i>(Proof of Inspection, License, or Registration)</i>	121			



Municipal Main Menu - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail News RSS Groups

Address http://10.220.10.10/oca/secure/mn_Main.aspx?RptSuccess=True Go Links >>

THE TEXAS OFFICE OF COURT ADMINISTRATION Trial Court Judicial Data Management System

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OCA

McLennan County

Municipal Court:

Lorena

114 E Center St
Lorena, Texas
76655


[October 2004](#)

[November 2004](#)

[December 2004](#)









[January 2005](#)

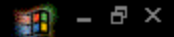
Microsoft Internet Explorer

 Municipal Court Report was saved successfully.

OK

Done Internet

Start |   >> |  Inbox - Microsoft Out... |  County Monthly Repor... |  **Municipal Main Men...** |  Municipal Court Class |  Microsoft PowerPoint -... | <<  11:07 AM



Trial Court Judicial Data Management System

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Houston County

Municipal Court:

Grapeland

P O Box 62
GRAPELAND, TEXAS
75844-0062

[June 2003](#)



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- [View Electronic File Status](#)



THE TEXAS OFFICE OF COURT ADMINISTRATION

Trial Court Judicial Data Management System

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Judge:

[Municipal Main](#) > [Monthly Report](#)

Month:

Year:

to

Month:

Year:

[Search](#)





CASES ON DOCKET	NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. NEW CASES FILED DURING THE MONTH	770	8	10	20
2. DISPOSITIONS PRIOR TO TRIAL				
A. Bond Forfeitures	0	0	0	0
B. Fined	77	3	1	4
C. Cases Dismissed <i>(Do not include here those dismissals which are reported separately in 3C and 4 below).</i>	49	0	1	12
3. DISPOSITIONS AT TRIAL				
A. Trial by Judge				
(1) Finding of Guilty	136	1	5	2
(2) Finding of Not Guilty	0	0	0	0
B. Trial by Jury				
(1) Finding of Guilty	0	0	0	0
(2) Finding of Not Guilty	0	0	0	0
C. Dismissed at Trial	0	0	0	0
4. CASES DISMISSED				
A. After Driver Safety Court	4			
B. After Deferred Disposition	68	0	1	1
C. After Proof of Financial Responsibility <i>(Usually liability insurance)</i>	84			
D. Compliance Dismissal <i>(Proof of Inspection, License, or Registration)</i>	121			
5. COMMUNITY SERVICE ORDERED	0	0	0	0



Case Management Vendors with Interfaces



Tyler Technologies | INCODE Division

MAXIMUS
HELPING GOVERNMENT SERVE THE PEOPLE®

Trial Court Judicial Data Management System

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Brazos County
Justice of the Peace:
Precinct 2 Place 1

300 E 26th St, Ste 308
Bryan, Texas
77803

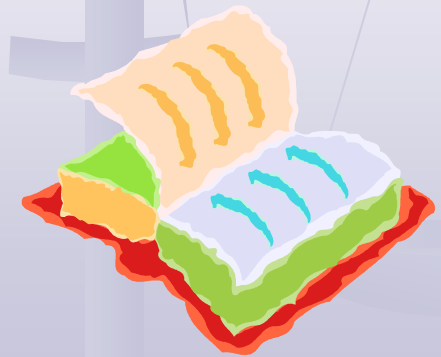
- [September 2004](#)
- [October 2004](#)
- [November 2004](#)
- [December 2004](#)
- [January 2005](#)
- [February 2005](#)
- [March 2005](#)
- [April 2005](#)
- [May 2005](#)



Home	Add New Monthly Report	Search and Edit	View Electronic File Status	Report Selection
----------------------	--	---------------------------------	---	----------------------------------

Generating Activity Reports

- May access court activity data for any date range between September 1992 to present
- Most up-to-date data available



Generating Activity Reports

- **Monthly Activity Report:** may run report for individual city or for statewide totals
- **Activity by City:** summary activity for all cities in state, may sort alphabetically or by population



File Edit Go To Favorites Help

Back Forward Stop Refresh Home Search Favorites Print Mail New Tab

Address http://dm.courts.state.tx.us/OCA/oca_ReportViewer.aspx?ReportName=MUN_Total_Reported.rpt&ddlFromMonth=9&ddlFromYear=2007&txtFromMonthField=@FromMont Go Links >>

1 / 1 102% Find

Activity Report for Municipal Courts - Grand Prairie

September 1, 2007 to August 31, 2008

100.0 Percent Reporting Rate
12 Reports Received Out of a Possible 12

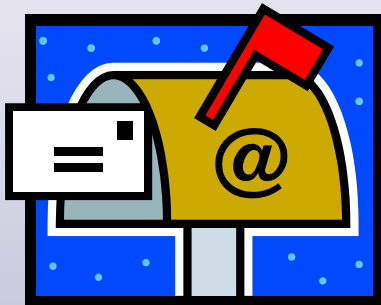
	<u>Traffic</u>		<u>Non-Traffic</u>		<u>REPORTED</u> <u>TOTALS</u>
	<u>Misdemeanors</u>		<u>Misdemeanors</u>		
	<u>Non -</u> <u>Parking</u>	<u>Parking</u>	<u>State</u> <u>Law</u>	<u>City</u> <u>Ordinance</u>	
NEW CASES FILED	35,726	379	14,871	2,858	53,834
DISPOSITIONS:					
Dispositions Prior to Trial:					
<i>Bond Forfeitures</i>	848	16	479	80	1,423
<i>Fined</i>	10,874	200	6,170	924	18,168
<i>Cases Dismissed</i>	556	34	710	368	1,668
Total Dispositions Prior to Trial	12,278	250	7,359	1,372	21,259
Dispositions at Trial:					
<i>Trial by Judge</i>					
Guilty	668	15	273	134	1,090
Not Guilty	9	1	13	5	28
<i>Trial by Jury</i>					
Guilty	64	3	18	15	100
Not Guilty	12	0	4	10	26
<i>Dismissed at Trial</i>	145	8	166	123	442
Total Dispositions at Trial	898	27	474	287	1,686
Cases Dismissed After:					
<i>Driver Safety Course</i>	2,376	---	---	---	2,376
<i>Deferred Disposition</i>	8,050	20	609	130	8,809
<i>Proof of Financial Responsibility</i>	3,750	---	---	---	3,750
<i>Compliance Dismissal</i>	5,930	---	---	---	5,930

Municipal Courts Summary of Reported Activity from September 1, 2007 to August 31, 2008 (Cities Listed in Alphabetical Order)

City	No. Months Reported	2007 Population	CASES FILED				CASES DISPOSED				CASES APPEALED				Revenue (\$)
			Traffic		Non-Traffic		Traffic		Non-Traffic		Traffic		Non-Traffic		
			Non-Parking	Parking	State Law	City Ord.	Non-Parking	Parking	State Law	City Ord.	Non-Parking	Parking	State Law	City Ord.	
Abemathy	12	2,756	41	0	17	4	26	0	17	5	0	0	0	0	12,222
Ablene	12	116,219	15,933	1,823	3,290	1,249	17,457	3,042	3,275	1,174	173	0	77	8	3,092,186
Addison	12	13,873	15,712	1,538	2,536	70	13,747	1,204	2,144	59	0	0	0	0	1,765,360
Alamo	12	16,476	3,647	0	719	19	5,441	0	495	4	62	0	9	0	275,820
Alamo Heights	12	7,438	7,272	362	1,267	638	5,717	223	584	351	67	0	33	0	726,007
Alba	12	492	298	0	0	0	298	0	0	0	0	0	0	0	44,578
Albany	12	1,630	270	0	10	37	175	0	5	13	0	0	0	0	44,832
Aledo	12	2,754	133	3	68	1	98	4	45	0	0	0	0	0	25,679
Aliso	12	19,759	2,876	39	786	322	2,127	31	411	88	1	0	1	0	270,012
Allen	12	77,644	20,178	189	998	236	15,457	197	1,521	143	6	0	1	0	2,065,667
Alpine	12	6,190	727	1	248	22	370	1	82	3	0	0	0	0	74,414
Alto	12	1,167	376	0	49	9	473	0	29	7	1	0	0	0	67,645
Alton	12	10,542	1,854	19	256	30	823	9	90	14	0	0	0	0	247,810
Alvarado	12	4,097	7,806	1,047	426	180	6,825	538	207	98	0	0	0	0	1,179,277
Alvin	12	22,688	3,051	13	1,388	269	2,837	14	1,247	250	26	0	11	3	648,543
Alvord	12	1,419	31	0	3	5	16	0	1	1	0	0	0	0	1,241
Amarillo	12	186,106	47,636	3,677	7,804	4,358	49,109	2,509	6,689	3,347	0	0	0	0	7,496,127
Amherst	12	735	1	5	43	14	9	2	34	8	0	0	0	0	6,622
Andrews	12	9,693	1,365	1	443	186	1,227	0	320	74	1	0	0	0	230,619
Angleton	12	18,640	6,199	50	1,102	190	4,906	42	1,056	150	18	1	8	1	1,058,222
Anna	12	1,889	178	12	156	23	96	6	98	25	0	0	0	0	48,501
Anson	12	2,322	237	0	23	24	106	0	9	0	0	0	0	0	17,506
Anthony	12	4,117	1,819	52	391	41	1,190	33	331	31	1	0	0	0	215,217
Anton	12	1,135	1	0	10	3	0	0	4	1	0	0	0	0	862
Aransas Pass	12	8,864	3,389	23	1,040	68	3,008	16	803	46	0	0	0	0	535,071
Aroher City	12	1,810	50	0	20	0	50	2	22	0	0	0	0	0	13,279
Aroola	12	1,232	3,134	0	131	12	3,366	0	67	5	0	0	0	0	473,831
Argyle	12	3,395	2,746	2	455	24	2,665	4	378	11	37	0	12	1	470,058
Arlington	12	371,038	119,684	6,879	11,033	6,279	61,907	2,641	5,472	4,094	0	0	1	0	15,601,605
Arp	12	952	1,440	3	27	37	1,098	3	17	14	0	0	0	0	198,654
Athens	12	12,260	1,929	21	701	201	1,975	17	663	170	6	0	6	0	331,262
Atlanta	12	5,513	1,555	0	190	139	1,499	0	148	95	1	0	0	0	138,812
Aubrey	12	2,651	727	0	157	23	738	0	125	6	10	0	0	0	103,835
Aurora	12	1,010	16	0	309	4	10	0	121	2	0	0	0	0	0
Austin	12	743,074	239,816	145,520	24,418	13,739	195,182	150,428	22,582	8,845	11	50	5	3	31,858,393
Austin Community	12	743,074	0	0	3,377	6,267	0	0	3,506	5,200	0	0	0	0	0
Avinger	12	442	20	0	0	0	4	0	0	0	0	0	0	0	732
Azie	12	11,164	2,536	36	1,481	142	2,584	70	1,182	123	0	0	0	0	471,003
Bald	12	1,663	187	1	46	13	135	1	19	6	2	0	0	0	28,907
Balch Springs	12	19,963	10,741	100	4,386	450	7,743	84	2,625	267	0	0	1	0	1,551,773
Balcones Heights	12	2,976	6,487	37	993	104	4,931	45	548	51	14	0	0	0	669,491
Ballinger	12	3,774	399	0	231	66	489	0	95	40	5	0	2	0	75,267
Bandera	12	1,208	617	0	167	78	559	0	108	68	4	0	5	0	71,266
Bangs	12	1,594	422	0	105	5	356	0	92	5	1	0	2	0	86,816
Barwell	12	631	460	0	7	5	274	0	2	4	0	0	0	0	41,799

Judicial Directory

[http://dm.courts.state.tx.us/
DirectorySearch.aspx](http://dm.courts.state.tx.us/DirectorySearch.aspx)



THE TEXAS OFFICE OF COURT ADMINISTRATION Trial Court Judicial Data Management System

Directory Search

[Help](#)

[Main](#) > [Directory Search](#)

To update directory information, please e-mail changes to [Directory Updates](#). *Thank You.*

Search Type:	Court
Court Type:	Municipal
County:	Archer
Court:	
Address City:	All Cities
Sort By:	County

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Personnel Search

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To return to the search page, and to preserve your search criteria, click on the link below.

[Main](#) > [Directory Search](#) > [Directory Results](#)

Court Type	Court	County	Address	Phone/ Website
Municipal	Archer City	Archer	P O Box 367 Archer City, 76351	(940)574-4570
Municipal	Holliday	Archer	P O Box 508 Holliday, 76366	(940)586-1313
Municipal	Lakeside City	Archer	P O Box 4287 Wichita Falls, 76308-4287	(940)691-6603
Municipal	Megargel	Archer	P O Box 31 Megargel, 76370-0031	(940)562-2341
Municipal	Windthorst	Archer	1416 Zotz Rd. Windthorst, 76389-4307	(940)423-6754

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Court Case Management Software

8 products on state contract:

[http://www.dir.state.tx.us/store/
busops/softwaresubjects.htm](http://www.dir.state.tx.us/store/busops/softwaresubjects.htm)

Contact Information

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