

MONTHLY REPORT and FUTURE CHANGES

Sandra Mabbett
Judicial Information Specialist
Office of Court Administration

Monthly Reports

- Who decides what data will be collected
- Importance of data collected
- What to report on current form
- Online reporting
- Upcoming changes to reports
- What you will need to do

Who Decides What Data Will Be Collected

- Texas Judicial Council**
 - Sec. 71.035(b), Government Code: *judge, clerk must submit reports to Judicial Council*
 - Ch. 171, Administrative Code: *reports due no later than 20th day of month*
- Legislature**
- Supreme Court**

Publications

- Trial Court Judicial Data Management System:
<http://dm.courts.state.tx.us>



- Texas Judicial System Annual Report*
- Texas Judicial System Directory*

Scope of Information

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

Scope of Information

- required by law** (Sec. 71.0352, Gov't. Code—5 juvenile data elements)
- needed to make decisions** regarding the jurisdiction, structure, and needs of the court system.

Importance of Case Activity Data

- Data on the nature, scope and volume of work can be used as a management and planning tool to objectively assess:
 - how many judges, court support staff, and other resources are needed to process the courts' work effectively and efficiently; and
 - how well the courts are fulfilling their functions.

Importance of Case Activity Data

- The data also:
 - highlight trends in case activity, and allows for analysis of those trends; and
 - allow policymakers to recognize an emerging problem, develop solutions to address it, and evaluate whether the solutions are working.

Who Cares?

| | |
|--|----------------------------------|
| Commissioners courts | Professors, students |
| City councils | National Center for State Courts |
| Auditors/treasurers | Department of Criminal Justice |
| Other judges, Other clerks | Legislative Council |
| Commission on Judicial Conduct | State Auditor |
| Comptroller | Attorney General's Office |
| Office of Court Administration | Governor's Office |
| Legislative Budget Board | State Bar |
| Department of Public Safety | Legislators |
| Department of Transportation | Law enforcement |
| Texas Association of Counties | Law firms & attorneys |
| Councils of Governments | Lobbyists |
| The media | The general public |
| Special interest groups: MADD, United Way | |

Dallas Morning News, Oct. 21, 2009

"The county auditor's office has found that Jasso has consistently under-reported traffic cases to the state, which would show an artificially higher disposition rate. From 2001 to 2005, the auditor found numerous unreported traffic cases, especially in 2004 (86 percent of total or 9,818 cases) and 2005 (92 percent of total or 23,731 cases).

The auditor's office says it's still working on audits of Jasso's OCA reporting from 2006-08, which will be released in one report probably in January 2010.

A look at the OCA numbers shows that traffic cases in Jasso's court fell dramatically in 2008. In both 2006 and 2007, Jasso reported about 35,000 traffic cases. But in 2008, Jasso reported just 17,778 traffic cases -- a 49 percent decrease.

Sepulveda said he believes Jasso's numbers are inaccurate, especially since the constables have been writing more -- not less -- tickets in recent years with their expanded traffic units."

Horizontal lines for notes.

Common Errors & Problems

- A report must be submitted for EACH month, even if court had no activity
□ Often there is confusion between the OCA/Judicial Council report vs. the Comptroller's quarterly report vs. the reports to DPS
□ The report never makes it to our office (required to keep copies for yourself for 2 years)
□ Report not reviewed for accuracy. An example would be new cases filed and revenue reported but no dispositions (i.e, Fined or Trials) reported.

Horizontal lines for notes.

Common Errors & Problems

- Paper reports submitted to OCA:
■ Court name not on report
■ Wrong or no report month indicated
■ Illegible
■ Improper characters used (tick marks, dollar amounts in fields other than Revenue)

Horizontal lines for notes.

Common Errors & Problems

- Electronic reports:
 - Select month and year
 - Submit report for proper month
 - Watch your revenue figures (\$0, or way too high)
 - Ensure you get the message that the report was saved successfully

Common Errors & Problems

- Be sure to press Submit!!!



Notes Field in Online Report

- Use to explain unusual activity (high dismissals, low or high collections, caseload lower due to court closure)
- Do not use to ask questions or submit directory information—click on link at bottom of home page or send email to ReportingSection@courts.state.tx.us

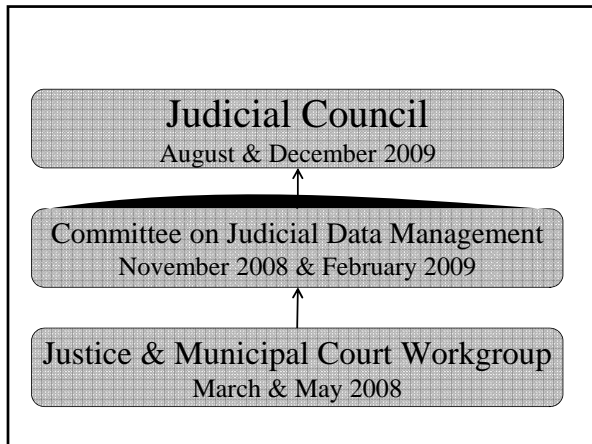
Notes Section



Proposed Changes to Monthly Reports

Why Monthly Reporting Forms Were Reviewed and Changed

- 1985: Last major review and amendment of the district and county court monthly reporting forms
- 2002: Judicial Council mandate
- 2003, 2005, 2007 & 2009: Legislative mandate



New Reporting Forms & Instructions

**Effective Date is
September 1, 2011**

Posted at:
<http://www.courts.state.tx.us/oca/required.asp>
 and
<http://www.courts.state.tx.us/tjc/cte-active.asp>

Resources

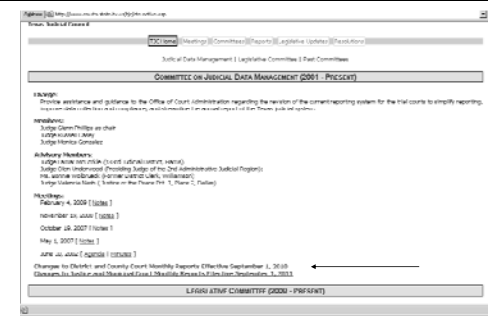
Required Reporting web page
<http://www.courts.state.tx.us/oca/required.asp>

- Forms
- Instructions
- Frequently Asked Questions
- Red lined versions of forms to show changes
- Spreadsheet with DPS codes classified by OCA case category

<http://www.courts.state.tx.us/oca/required.asp>



<http://www.courts.state.tx.us/tjc/cte-active.asp>



Major Changes

□ New case categories

- *Traffic Misdemeanors—City Ordinance*
- *Non-Traffic Misdemeanors—Penal Code*
- *Non-Traffic Misdemeanors—Other State Law*
- *Non-Traffic Misdemeanors—City Ordinance*

Major Changes

- Clean up confusing and misleading category names and instructions
 - *Fined* changed to *Uncontested Dispositions*
 - *Trial by Judge, Finding of Guilty* changed to *Convictions—Guilty Plea or No Contendere* and *Convictions—By the Court*

Major Changes

- Civil/Administrative activity handled by the court was added. Examples of these cases would be bond forfeitures (nisi), dangerous dogs, red light camera violations, substandard building, abandoned vehicles, etc.

Major Changes

- Justice & municipal reports made identical wherever possible
 - Mostly juvenile activity
 - Magistrate activities

Major Changes

- Made more consistent with district and county-level court reports
 - Track pending cases
 - Additional filing and disposition types:
 - All Other Cases Added
 - More detailed civil dispositions

Major Changes

- Added categories where there is substantial court activity but no place to report it on current form
 - *Compliance Dismissals—After Teen Court*
 - *Compliance Dismissals—After Tobacco Awareness Course*
 - *Compliance Dismissals—After Treatment for Chemical Dependency*
 - *All Other Transportation Code Compliance Dismissals*
 - *Show Cause Hearings Held*

Major Changes

- Revenue—need additional information
 - Cases in which fine & court costs satisfied by community service—partial satisfaction, full satisfaction
 - Cases in which fine & court costs satisfied by jail credit
 - Cases in which fines & court costs waived for indigency

Major Changes

- Revenue—need additional information
 - Break amount down into amount kept by county and amount sent to State

Major Changes

- Cases Appealed: After Trial, or Without Trial
- Transfer to Juvenile Court: Mandatory Transfer, or Discretionary Transfer

Major Changes

- Number of requests for counsel
 - Class C
 - Class A & B
 - Felonies

Major Changes

- Juvenile detention hearings
- Orders for non-secure custody (juvenile warrants)
- Capiases pro fine
- Warrants for fire, health and code inspections
- Magistrate's orders for ignition interlock device
- Disposition of stolen property hearings

Major Changes

- Pending Cases**
 - Active
 - Inactive

Allow for a better understanding of court workload and case flow management.

Major Changes

Active Cases are those cases that the court has control over and are awaiting disposition.

Major Changes

Inactive Cases are cases over which the court does not have control.

Examples of inactive criminal cases include:

- defendant absconded and a warrant for arrest has been issued;
- defendant committed to a mental health facility;
- defendant is in state or federal prison.

Major Changes: Active/Inactive

Examples of inactive civil cases include:

- One of the parties has filed for bankruptcy and the case is subject to an automatic stay;
- Cases delayed due to the Soldiers' & Sailors' Civil Relief Act;
- The case has been abated.

Major Changes: Active/Inactive

Reactivated Cases: cases previously placed in inactive pending status, but for which further court proceedings and activities can be resumed so that the court can proceed to disposition (e.g., criminal defendant is arrested.)

What about older cases already in the system?

- Do not need to recategorize cases pending prior to September 2011
- Can leave in old categories
- But must make sure disposition is reported under same case category

What you will need to do

- Analyze and plan for changes in processes, information flow, case management systems
- Implement changes
- Test changes
- Test reports

Trial Court Judicial Data Management System

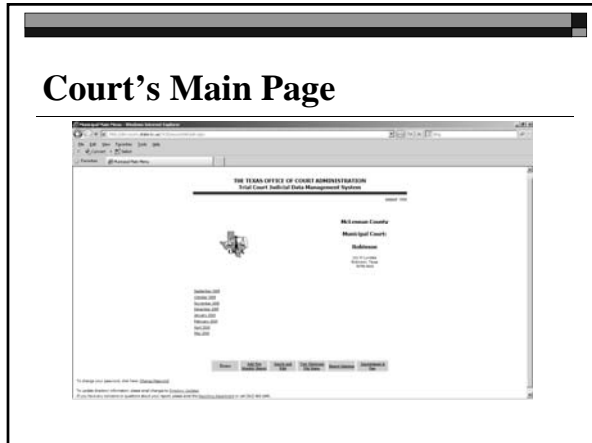


<http://dm.courts.state.tx.us>

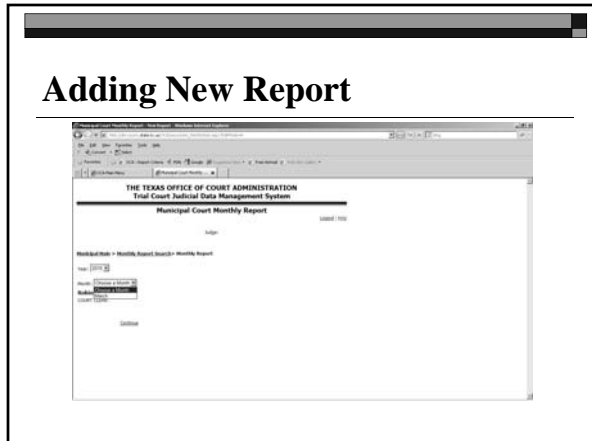
Report On-Line: <http://dm.courts.state.tx.us>
View Public Directory: <http://dm.courts.state.tx.us/OCA/DirectorySearch.aspx>
View Public Reports: <http://dm.courts.state.tx.us/OCA/ReportSelection.aspx>



Court's Main Page



Adding New Report



Report Screen

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

Judge:
Daniel Francis

Municipal Court, Make > Monthly Report Search > Monthly Report

2/21/2010, Robinson, March 2010

| CASES ON DOCKET | COUNT | | NON-TRADITIONAL JURISDICTIONS | |
|--|-------|---------|-------------------------------|------|
| | STATE | FEDERAL | STATE | CITY |
| 1. NEW CASES FILED DURING THE MONTH | | | | |
| 2. DISPOSITIONS PRIOR TO TRIAL | | | | |
| A. Bond Forfeitures | | | | |
| B. Fined | | | | |
| C. Cases Dismissed (Do not include dismissals that are to be reported on State or Fed if Applicable) | | | | |
| 3. DISPOSITIONS AT TRIAL | | | | |
| A. Trial by Judge | | | | |
| (1) Finding of Guilty | | | | |
| (2) Finding of Not Guilty | | | | |
| B. Trial by Jury | | | | |
| (1) Finding of Guilty | | | | |
| (2) Finding of Not Guilty | | | | |

Successful Submission

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

McLennan County
Municipal Court
Robinson

Message Box - Success

Municipal Court Report was saved successfully.

OK

September 2009
October 2009
November 2009
December 2009
January 2010
February 2010
March 2010
April 2010
May 2010

Screen to Change Password or to email Directory Updates or Reporting Questions/Concerns

Dallas County
Municipal Court
Sunnyvale

1275 Collins Rd
Sunnyvale, Texas
75159

September 2009
October 2009
November 2009
December 2009
January 2010
February 2010
March 2010

Home | Monthly Report | Search and Add | This System | Report History | Administration

To change your password, click here: Change Password

To update directory information, please email changes to: (214)512-3232

If you have any questions or questions about our report, please email the Reporting Department at: (214) 512-3232

Published Directory or Directory Search

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

Directory Search

Help > Directory Search

2010 TEXAS JUDICIAL SYSTEM DIRECTORY - "Published" Version (Publication as of February 2010)

To view a query for information in our judicial directory database, use the search criteria below. Information in the judicial directory database is updated as new information is received from the courts or other sources. Note: It is more current than the "published" version.)

SEARCH CRITERIA

County: [dropdown menu]

All Counties: [checkbox]

All Districts: [checkbox]

All Courts: [checkbox]

All Judges: [checkbox]

All Clerks: [checkbox]

Search

To update directory information, please email changes to: [DirectoryAdmin@texasjudicial.org](#)

Run Reports

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

Report Selection

Help > Report Selection

Report Type: [dropdown menu: District & County]

Run

1. First to Report 2010, you are still under the provisions for the 2009-2010 reporting cycle. The 2010-2011 reporting cycle will begin in January 2011. Please note that the 2010-2011 reporting cycle is currently in progress. Your data will be available for review in the system in the next few weeks. The 2010-2011 reporting cycle is currently in progress. Your data will be available for review in the system in the next few weeks. The 2010-2011 reporting cycle is currently in progress. Your data will be available for review in the system in the next few weeks.

2. Update of online reporting has been completed and will be available in the system in the next few weeks. Please contact the Helpdesk for more information.

Status of Online Reporting



March 2010

| | |
|------------------|------------|
| District Clerks | 241 (95 %) |
| County Clerks | 245 (97 %) |
| Justice Courts | 647 (78 %) |
| Municipal Courts | 600 (66 %) |

Getting Started



Contact OCA's **Service Desk:**

(512) 463-1642

to obtain a User ID and password

Questions

Sandra Mabbett, Judicial Information Specialist

sandra.mabbett@courts.state.tx.us

(512)463-1640 phone

(512) 936-2423 fax

Angela Garcia, Judicial Information Manager

angela.garcia@courts.state.tx.us

(512) 936-1358 phone
