

**OFFICE OF COURT ADMINISTRATION  
TEXAS JUDICIAL COUNCIL**



**OFFICIAL MUNICIPAL COURT REPORT**

**Month** \_\_\_\_\_ **Year** \_\_\_\_\_

**Municipal Court for the City of** \_\_\_\_\_

**Presiding Judge** \_\_\_\_\_

**If new, date assumed office** \_\_\_\_\_

**Court Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_, **TX** **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**Court's Public Email** \_\_\_\_\_

**Court's Website** \_\_\_\_\_

THE ATTACHED IS A TRUE AND ACCURATE REFLECTION OF THE RECORDS OF THIS COURT.

Prepared by \_\_\_\_\_

**Date** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

**OFFICE OF COURT ADMINISTRATION  
P O BOX 12066  
AUSTIN, TX  
78711-2066**

PHONE: (512) 463-1625  
FAX: (512) 936-2423

**CRIMINAL SECTION**

Court		Traffic Misdemeanors			Non-Traffic Misdemeanors		
Month	Year	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
<b>1. Total Cases Pending First of Month:</b>							
a. Active Cases							
b. Inactive Cases							
<b>2. New Cases Filed</b>							
<b>3. Cases Reactivated</b>							
<b>4. All Other Cases Added</b>							
<b>5. Total Cases on Docket</b> (Sum of Lines 1a, 2, 3 & 4)							
<b>6. Dispositions Prior to Court Appearance or Trial:</b>							
a. Uncontested Dispositions (Disposed without appearance before a judge (CCP Art. 27.14))							
b. Dismissed by Prosecution							
<b>7. Dispositions at Trial:</b>							
a. Convictions:							
1) Guilty Plea or Nolo Contendere							
2) By the Court							
3) By the Jury							
b. Acquittals:							
1) By the Court							
2) By the Jury							
c. Dismissed by Prosecution							
<b>8. Compliance Dismissals:</b>							
a. After Driver Safety Course (CCP, Art. 45.0511)							
b. After Deferred Disposition (CCP, Art. 45.051)							
c. After Teen Court (CCP, Art. 45.052)							
d. After Tobacco Awareness Course (HSC, Sec. 161.253)							
e. After Treatment for Chemical Dependency (CCP, Art. 45.053)							
f. After Proof of Financial Responsibility (TC, Sec. 601.193)							
g. All Other Transportation Code Dismissals							
<b>9. All Other Dispositions</b>							
<b>10. Total Cases Disposed</b> (Sum of Lines 6, 7, 8 & 9)							
<b>11. Cases Placed on Inactive Status</b>							
<b>12. Total Cases Pending End of Month:</b>							
a. Active Cases (Equals Line 5 minus the sum of Lines 10 & 11)							
b. Inactive Cases (Equals Line 1b minus Line 3 plus Line 11)							
<b>13. Show Cause Hearings Held</b>							
<b>14. Cases Appealed:</b>							
a. After Trial							
b. Without Trial							

**CIVIL/ADMINISTRATIVE SECTION**

<b>Court</b>		
<b>Month</b>	<b>Year</b>	
		<b>TOTAL CASES</b>
<b>1. Total Cases Pending First of Month:</b>		
a. Active Cases		
b. Inactive Cases		
<b>2. New Cases Filed</b>		
<b>3. Cases Reactivated</b>		
<b>4. All Other Cases Added</b>		
<b>5. Total Cases on Docket</b> <i>(Sum of Lines 1a, 2, 3 &amp; 4)</i>		
<b>DISPOSITIONS</b>		
<b>6. Uncontested Civil Fines or Penalties</b>		
<b>7. Default Judgments</b>		
<b>8. Agreed Judgments</b>		
<b>9. Trial/Hearing by Judge/Hearing Officer</b>		
<b>10. Trial by Jury</b>		
<b>11. Dismissed for Want of Prosecution</b>		
<b>12. All Other Dispositions</b>		
<b>13. Total Cases Disposed</b> <i>(Sum of Lines 6 through 12)</i>		0
<b>14. Cases Placed on Inactive Status</b>		
<b>15. Total Cases Pending End of Month:</b>		
a. Active Cases <i>(Equals Line 5 minus the sum of Lines 13 &amp; 14)</i>		
b. Inactive Cases <i>(Equals Line 1b minus Line 3 plus Line 14)</i>		
<b>16. Cases Appealed:</b>		
a. After Trial		
b. Without Trial		

## JUVENILE/MINOR ACTIVITY

Court		
Month	Year	
		TOTAL
<b>1. Transportation Code Cases Filed</b>		
<b>2. Non-Driving Alcoholic Beverage Code Cases Filed</b>		
<b>3. Driving Under the Influence of Alcohol Cases Filed</b>		
<b>4. Drug Paraphernalia Cases Filed</b> <i>(HSC, Ch. 481)</i>		
<b>5. Tobacco Cases Filed</b> <i>(HSC, Sec. 161.252)</i>		
<b>6. Failure to Attend School Cases Filed</b> <i>(Ed.Code, Sec. 25.094)</i>		
<b>7. Education Code (Except Failure to Attend) Cases Filed</b>		
<b>8. Violation of Local Daytime Curfew Ordinance Cases Filed</b> <i>(Local Govt. Code, Sec. 341.905)</i>		
<b>9. All Other Non-Traffic Fine-Only Cases Filed</b>		
<b>10. Transfer to Juvenile Court:</b>		
a. Mandatory Transfer <i>(Fam.Code, Sec. 51.08(b)(1))</i>		
b. Discretionary Transfer <i>(Fam.Code, Sec. 51.08(b)(2))</i>		
<b>11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)</b> <i>(CCP, Art. 45.050(c)(1))</i>		
<b>12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)</b> <i>(CCP, Art. 45.050(c)(2))</i>		
<b>13. Juvenile Statement Magistrate Warning:</b>		
a. Warnings Administered		
b. Statements Certified <i>(Fam.Code, Sec. 51.095)</i>		
<b>14. Detention Hearings Held</b> <i>(Fam. Code, Sec. 54.01)</i>		
<b>15. Orders for Non-Secure Custody Issued</b>		
<b>16. Parent Contributing to Nonattendance Cases Filed</b> <i>(Ed. Code, Sec. 25.093)</i>		

### ADDITIONAL ACTIVITY

<b>Court</b>	<b>NUMBER GIVEN</b>	<b>NUMBER REQUESTS FOR COUNSEL</b>
<b>Month                      Year</b>		
<b>1. Magistrate Warnings:</b>		
a. Class C Misdemeanors		
b. Class A and B Misdemeanors		
c. Felonies		
		<b>TOTAL</b>
<b>2. Arrest Warrants Issued:</b>		
a. Class C Misdemeanors		
b. Class A and B Misdemeanors		
c. Felonies		
<b>3. Capiases Pro Fine Issued</b>		
<b>4. Search Warrants Issued</b>		
<b>5. Warrants for Fire, Health and Code Inspections Filed</b> <i>(CCP, Art. 18.05)</i>		
<b>6. Examining Trials Conducted</b>		
<b>7. Emergency Mental Health Hearings Held</b>		
<b>8. Magistrate's Orders for Emergency Protection Issued</b>		
<b>9. Magistrate's Orders for Ignition Interlock Device Issued</b> <i>(CCP, Art. 17.441)</i>		
<b>10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond</b>		
<b>11. Driver's License Denial, Revocation or Suspension Hearings Held</b> <i>(TC, Sec. 521.300)</i>		
<b>12. Disposition of Stolen Property Hearings Held</b> <i>(CCP, Ch. 47)</i>		
<b>13. Peace Bond Hearings Held</b>		
<b>14. Cases in Which Fine and Court Costs Satisfied by Community Service:</b>		
a. Partial Satisfaction		
b. Full Satisfaction		
<b>15. Cases in Which Fine and Court Costs Satisfied by Jail Credit</b>		
<b>16. Cases in Which Fine and Court Costs Waived for Indigency</b>		
<b>17. Amount of Fines and Court Costs Waived for Indigency</b>		
<b>18. Fines, Court Costs and Other Amounts Collected:</b>		
a. Kept by City		
b. Remitted to State		
c. Total		

# OFFICE OF COURT ADMINISTRATION TEXAS JUDICIAL COUNCIL



## OFFICIAL MUNICIPAL COURT MONTHLY REPORT INSTRUCTIONS

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OFFICE OF COURT ADMINISTRATION  
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## LEGAL REQUIREMENTS

Section 71.035(b) of the Texas Government Code requires each judge, clerk, or other court official to report information pertaining to the civil and criminal business transacted by the municipal court(s) as required by the Texas Judicial Council.

The Official Municipal Court Monthly Report form is to be used to report the activity of the municipal court during each one-month period.

**NOTE:** Reports generated from a case management system should be an **exact replica** of the monthly report form—*i.e.*, *all categories should follow the order on the monthly report, no categories should be added or omitted, and no data should appear in areas that are shaded on the form.*

Sections 171.1 and 171.2 of the Texas Administrative Code require submission of court activity reports each month to the Texas Judicial Council by **no later than 20 days after the end of the month for which statistics are reported.**

## IMPORTANCE OF REPORTING

The monthly report is not designed to report everything that a court does nor everything that requires the attention or time of the judge. It is also not designed to reflect all of the clerk's responsibilities or to provide the basis for a complete case management system. Instead, the monthly report is designed to provide information required by law or needed by the judicial, legislative, and executive branches of government to make decisions regarding the jurisdiction, structure, and needs of the court system.

## GENERAL INSTRUCTIONS

**You must submit a report each month, even if your court had no activity.** If your court had no activity for the month, you may indicate this by writing a large zero, "X," or "No Activity" across the statistical part of the form.

Please complete all sections of the report that are relevant to your court. A blank will be interpreted as a zero.

**Include only that activity that occurred during the month for which you are submitting a report.** If you need to make changes to the information for a previous month, you must file an amended report. You should never adjust the current month's figures in an attempt to "fix" the information for previous months.

**Report dispositions when the judge signs the final judgment or when a sentence is otherwise imposed. Report only 1 disposition per case.**

## COVER PAGE

On the front page, please complete the appropriate blanks identifying the **month** and **year** for the data being reported; the name of your court; the names of the presiding judge and court clerk; the court's mailing address, fax number, email address, and website address (if available); and the name of the person that prepared the report, as well as his or her telephone phone number. (If appropriate, please provide a second phone number where that person can be reached during business hours.)

## CRIMINAL SECTION

This section is divided into six case categories: violations of state traffic laws, violations of state parking laws, violations of city ordinances involving traffic or parking, Penal Code violations, violations of other state laws, and other city ordinance violations.

For the purpose of these reports, the number of criminal cases reported on this monthly reporting form is based on the number of defendants named in a complaint.

1. If the same defendant is charged in more than one complaint, it is counted as more than one case. For instance, if the same person is named in four separate complaints, count this as four cases.
2. When a clerk receives a citation with multiple offenses listed on it, each offense is a separate charge and must be alleged on separate complaints. Thus, each complaint is counted as a separate case.

### **TRAFFIC MISDEMEANORS**

Cases relating to motor vehicle operation or ownership for which the maximum punishment does not involve confinement in jail or prison (i.e., class C misdemeanors).

**Non-Parking.** Cases involving violations of the provisions of Title 7, Transportation Code and related statutes that do not involve parking (e.g., speeding, passing a school bus, driving without a valid inspection sticker, driving with an expired or no driver's license). **NOTE:** Do not include *Violations of Promise to Appear* here.

**Parking.** Cases involving violations of Sections 545.301 through 545.304, Chapter 681 or Chapter 683, Transportation Code and related statutes concerning the improper stopping, standing, or parking of a vehicle (e.g., parking in an intersection, parking within 15 feet of a fire hydrant, parking where an official sign prohibits parking). **NOTE:** Report civil violations of parking or stopping ordinances in the Civil Section of the report.

**City Ordinance.** Cases involving violations of traffic or parking-related ordinances enacted by municipalities.

### **NON-TRAFFIC MISDEMEANORS**

Cases not involving traffic or parking violations for which the maximum punishment does not involve confinement in jail or prison.

**Penal Code.** Cases involving laws enacted by the Texas Legislature that are set out in the Penal Code (e.g., disorderly conduct, public intoxication, theft of property valued at less than \$50). **NOTE:** Include *Failure to Appear* cases here.

**Other State Law.** Cases involving laws enacted by the Texas Legislature that are set out in statutes other than the Penal Code (e.g., Alcoholic Beverage Code, Education Code, Health and Safety Code, etc.). **NOTE:** Include *Violation of Promise to Appear* cases here.

**City Ordinance.** Cases involving ordinances enacted by municipalities (e.g., building codes, zoning laws, dog ordinances). Ordinance violations involving litter, fire safety, zoning, public health, and sanitation are punishable by fines only, up to a maximum of \$2,000. Punishment for violation of other types of city ordinances is limited to fines only, not to exceed \$500.

**NOTES:**



Report only those cases over which the court exercises jurisdiction.

§ Include all juvenile/minor cases and parent contributing to nonattendance cases, which are also reported in the Juvenile/Minor Activity Section.

- Matters handled by the judge as a magistrate (e.g., emergency protective orders, administration of warnings to adults or juveniles, search warrants, arrest warrants, property hearings) must not be included in this section, unless the court has jurisdiction over the case and the case is filed in the court.

**Line 1. CASES PENDING FIRST OF MONTH** (*Sum of Lines 1a and 1b.*)

Report all misdemeanor cases previously filed in which a judgment had not been entered at the beginning of the month.

These figures should be the same as those reported for **Cases Pending End of Month** (Lines 11a and 11b) on the prior month's report. **If the number of cases pending at the first of the month does not equal the number of cases pending at the end of the previous month, a docket adjustment must be entered.** A *docket adjustment* is the difference between the number of cases pending at the end of the previous month and the number of cases pending at the beginning of the current month.

**Example:**

If the number of cases pending at the end of the month is **smaller** than the number pending at the beginning of the current month, enter a **positive** number in the appropriate blank. For example, if 825 parking cases were pending at the end of April but 830 were pending as of May 1, "5" ( $825 + 5 = 830$ ) should be entered in the docket adjustment line under Parking in the report for May.

If the number of cases pending at the end of the month is **larger** than the number pending at the beginning of the current month, enter a **negative** number in the appropriate blank. For example, if 900 Penal Code cases were pending at the end of April but 890 were pending as of May 1, "-10" ( $900 - 10 = 890$ ) should be entered in the docket adjustment line under Penal Code in the report for May.

**Note:** OCA staff will calculate and enter the docket adjustment(s) for reports submitted on paper.

**Line 1a. Active Cases**

Report the number of cases that were active at the beginning of the month.

"Active cases" are those cases that the court has control over and are awaiting entry of a judgment.

**Line 1b. Inactive Cases**

Report the number of cases at the beginning of the month that had been classified as inactive.

(*See Line 11—Placed on Inactive Status for definition of an inactive case.*)

**Line 2. NEW CASES FILED DURING MONTH**

Report the number of **new, original misdemeanor cases filed** for each case category. Include all new cases filed this month, even if a judgment was entered in the case this month.

**Line 3. CASES REACTIVATED**

Report the number of cases that had previously been placed in an inactive pending status, but for which further court proceedings and activities can now be resumed so that a judgment may be entered in the case.

This category includes:

- Cases in which the defendant was apprehended or otherwise became available for court proceedings; and
- Cases in which the proceedings were suspended due to a question of mental illness or mental retardation:
  - That were reactivated after an examination for competency to stand trial;
  - That were reactivated after the court or a jury decided that the defendant was not committable for temporary or extended mental health services and the defendant was found competent to stand trial; or
  - That were reactivated after the defendant's completion of temporary or extended inpatient mental health treatment.

**NOTES:**

- *Reactivated cases are reported under the same offense reported when the original case was filed.*
- *Reactivated cases are reported even if a judgment was also entered in the case during the month.*

**Line 4. ALL OTHER CASES ADDED**

Report the number of cases added to the docket in a manner other than the filing of a new, original case. Include cases in which:

- (1) a motion for new trial is granted in a case that had previously been reported as disposed of and
- (2) other similar matters which are not reported elsewhere.

**Line 5. TOTAL CASES ON DOCKET**

The sum of active cases pending at the beginning of the month; new cases filed; cases reactivated; and all other cases added equals **Total Cases on Docket**.

$$\text{Lines 1a} + 2 + 3 + 4 = 5$$

**Line 6. DISPOSITIONS PRIOR TO COURT APPEARANCE OR TRIAL**

**A. Uncontested Dispositions**

Report the number of cases in which a **nolo contendere plea was entered due to payment of a fine or other amount accepted by the court without a plea being entered in open court** per Code of Criminal Procedure, Sec. 27.14(c):

In a misdemeanor case for which the maximum possible punishment is by fine only, payment of a fine or an amount accepted by the court constitutes a finding of guilty in open court as though a plea of nolo contendere had been entered by the defendant and constitutes a waiver of a jury trial in writing.

Include payments submitted by mail, by electronic means, or in person. This includes both cases in which partial payment or payment in full is made.

**B. Cases Dismissed by Prosecution**

Report the number of cases that were dismissed pursuant to a motion by a prosecutor before a defendant's court appearance or trial. Cases dismissed at a defendant's court appearance or trial should be reported on Line 7C.

*NOTE: Do not include dismissals after completion of a driving safety course, after deferred disposition, or any other compliance dismissal. Report these in Line 8.*

**Line 7. DISPOSITIONS AT COURT APPEARANCE OR TRIAL**

**A. CONVICTIONS**

**1) Guilty Plea or Nolo Contendere**

Report the number of cases in which the defendant pleaded guilty or *nolo contendere* in open court. Include cases in which the defendant pleaded guilty or *nolo contendere* after the start of a trial.

**Article 45.044, Code of Criminal Procedure**, permits a judge to forfeit a cash bond for the fine and court costs if the defendant has entered a written and signed plea of *nolo contendere* and waiver of jury trial and fails to appear according to the terms of release. **If a criminal case was disposed of in this manner, report the case here.**

**2) By the Court**

Report the number of cases in which the defendant pleaded not guilty and was tried and **found guilty by the judge.**

**3) By the Jury**

Report the number of cases in which the defendant pleaded not guilty and was tried and **found guilty by a jury.**

**B. ACQUITTALS**

**1) By the Court**

Report the number of cases in which the defendant was tried and found not guilty by the judge.

**2) By the Jury**

Report the number of cases in which the defendant was tried and found not guilty by the jury.

**C. CASES DISMISSED BY PROSECUTION**

Report the number of cases that were dismissed pursuant to a motion by a prosecutor at a defendant's court appearance or trial.

**Line 8. COMPLIANCE DISMISSALS**

Report the number of cases dismissed during the month due to completion of a court-ordered program and/or satisfaction of other requirements. Report all other dismissals on Line 6B or Line 7C.

**NOTES:**

§ *Do not report a case as dismissed until all requirements for dismissal have been met and the charge is dismissed.*

§ *A case must be reported in only one category below.*

**A. After Driving Safety Course**

Report the number of cases that were dismissed because the defendant completed a driving safety course or motorcycle operator training and safety course as provided by Code of Criminal Procedure, Art. 45.0511.

**B. After Deferred Disposition**

Report the number of cases that were dismissed during the month covered by this report because the defendant successfully completed a deferred sentence as provided by Code of Criminal Procedure, Art. 45.051.

**C. After Teen Court**

Report the number of cases that were dismissed during the month because the defendant successfully completed a teen court program as provided by Code of Criminal Procedure, Art. 45.052.

**D. After Tobacco Awareness Course**

Report the number of cases that were dismissed during the month because the defendant successfully completed a tobacco awareness course as provided by Health and Safety Code, Sec. 161.253.

**E. After Treatment for Chemical Dependency**

Report the number of cases that were dismissed during the month because the defendant successfully completed a court-ordered treatment program for chemical dependency (abuse of alcohol or a controlled substance), as provided by Code of Criminal Procedure, Art. 45.053, and Health and Safety Code, Ch. 462.

*Note: The dismissal authorized by Code of Criminal Procedure, Art. 45.053, does not include an expense fee that may be collected at the end of a deferral. If the expense fee is being charged, report the case as a dismissal **After Deferred Disposition**.*

**F. After Proof of Financial Responsibility**

Report the number of cases that were dismissed during the month because the defendant produced evidence of financial responsibility as provided by Transportation Code, Sec. 601.193.

**G. All Other Transportation Code Compliance Dismissals**

Report the number of cases that were dismissed during the month because the defendant successfully produced evidence of compliance with requirements other than those listed in the previous compliance dismissal categories. Applicable offenses include:

- § Failing to display license plate on front and rear of vehicle (T.C., Sec. 502.404(a));
- § Failing to display registration insignia on vehicle (T.C., Sec. 502.404(b));
- § Driving with an expired motor vehicle registration (T.C., Sec. 502.407(b));
- § Attaching or displaying a number plate or registration insignia for another registration period (T.C., Sec. 502.409(a)(3));
- § Number plate or registration insignia has letters, numbers, or other identification marks that are not visible at all times in daylight (T.C., Sec. 502.409(a)(5));
- § Number plate or registration insignia has an attached illuminated device, sticker, decal, emblem, or other insignia not authorized by law that interferes with the readability of the plate (T.C., Sec. 502.409(a)(6));
- § Number plate or registration insignia has a coating, covering, or protective material that distorts or alters or obscures the numbers, color or original design features of the plate (T.C., Sec. 502.409(a)(7));
- § Driver's license to be carried and exhibited on demand (T.C., Sec. 521.025);
- § Driving with expired driver's license (T.C., Sec. 521.026);
- § Fails to give notice of change of address or name (T.C., Sec. 521.054);
- § Violates special restrictions or endorsements imposed on driver's license (T.C., Sec. 521.221);
- § Operates vehicle that is not properly equipped (T.C., Sec. 547.004); and
- § Driving with an expired inspection certificate (T.C., Sec. 548.605(b)).

**Line 9. ALL OTHER DISPOSITIONS**

Report any dispositions not clearly identifiable as any of the above categories.

**Line 10. TOTAL CASES DISPOSED**

Report the total number of cases disposed during the month. *Total Cases Disposed* equals the sum of Lines 6, 7, 8 and 9.

**Line 11. PLACED ON INACTIVE STATUS**

Report the number of cases placed in an inactive pending status because further court proceedings and activities cannot be resumed until an event restores the case to the court's active pending caseload.

This category includes:

- Cases in which a directive to apprehend or warrant of arrest has been issued;
- Cases in which a defendant is being held elsewhere on state or federal charges;
- Cases stayed due to a question of mental illness or mental retardation;
- Cases stayed while a defendant undergoes temporary or extended inpatient mental health treatment; and
- Cases in which the defendant is otherwise unavailable for adjudication.

**Line 12. CASES PENDING END OF MONTH** (*Sum of Lines 12a and 12b.*)

**Line 12a. Active Cases**

Report the number of cases that were active and awaiting entry of a judgment at the end of the month.

**Line 5 minus the sum of Lines 10 & 11 = Line 12a**

**Line 12b. Inactive Cases**

Report the number of cases at the end of the month that were classified as inactive.

**Line 1b minus Line 3 plus Line 11 = Line 12b**

**Line 13. SHOW CAUSE HEARINGS HELD**

Report the number of show cause or contempt hearings held pursuant to Art. 45.050 (*juveniles*), 45.051(c-1) (*deferred disposition*), or 45.0511(i) (*driver's safety*), Code of Criminal Procedure, for failure to comply with the requirements for deferred disposition or driver's safety dismissal.

**Line 14. CASES APPEALED**

Report the number of cases for which an appeal from the final judgment of the court was filed.

**A. After Trial**

**B. Without Trial**

## CIVIL/ADMINISTRATIVE SECTION

A civil case, unlike a criminal case, does not depend on the number of persons involved. For the purpose of these reports, a single civil case is counted and reported when:

1. A civil complaint or citation is filed (no matter how many parties are involved), or
2. An original petition is filed (no matter how many parties are involved).

### CIVIL CASES

Cases involving all complaints, citations or suits within the civil or administrative jurisdiction of the municipal court, including red light camera, vehicle parking and stopping (*Transportation Code, Ch. 682*), dangerous dog, substandard building, and abandoned motor vehicle cases, as well as any other cases involving the enforcement of health and safety and nuisance abatement ordinances. Also include bond forfeiture (*nisi*) proceedings conducted pursuant to Code of Criminal Procedure, Article 22.02.

#### Line 1. CASES PENDING FIRST OF MONTH (*Sum of Lines 1a and 1b.*)

Report all civil or administrative cases previously filed in which a judgment had not been entered at the beginning of the month.

These figures should be the same as those reported for **Cases Pending End of Month** (Lines 14a and 14b) on the prior month's report. **If the number of cases pending at the first of the month does not equal the number of cases pending at the end of the previous month, a docket adjustment must be entered.** A *docket adjustment* is the difference between the number of cases pending at the end of the previous month and the number of cases pending at the beginning of the current month.

#### *Example:*

If the number of cases pending at the end of the month is **smaller** than the number pending at the beginning of the current month, enter a **positive** number in the appropriate blank. For example, if 825 civil cases were pending at the end of April but 830 were pending as of May 1, "5" ( $825 + 5 = 830$ ) should be entered in the docket adjustment line under Civil Cases in the report for May.

If the number of cases pending at the end of the month is **larger** than the number pending at the beginning of the current month, enter a **negative** number in the appropriate blank. For example, if 900 civil cases were pending at the end of April but 890 were pending as of May 1, "-10" ( $900 - 10 = 890$ ) should be entered in the docket adjustment line under Civil Cases in the report for May.

**Note:** OCA staff will calculate and enter the docket adjustment(s) for reports submitted on paper.

#### Line 1a. Active Cases

Report the number of cases that were active at the beginning of the month.

"Active cases" are those cases that the court has control over and are awaiting entry of a judgment.

**Line 1b. Inactive Cases**

Report the number of cases at the beginning of the month that had been classified as inactive.

*(See Line 14—Placed on Inactive Status for definition of an inactive case.)*

**Line 2. NEW CASES FILED DURING THE MONTH**

Report the total number of new cases filed during the month. Include all new cases filed this month, even if a judgment was entered in the case this month.

**Line 3. CASES REACTIVATED**

Report the number of cases that **had previously been placed in an inactive pending status**, but for which further court proceedings and activities can now be resumed so that a judgment may be entered in the case.

Examples include:

- \$ Reinstated cases;
- \$ Cases returned from arbitration;
- \$ Cases in which a bankruptcy stay has been lifted; and
- \$ Cases removed from abatement for any other reason.

***NOTE:** Reactivated cases are reported even if a judgment was also entered in the case during the month.*

**Line 4. ALL OTHER CASES ADDED**

Report the number of cases added to the docket in a manner other than the filing of a new, original case. Include cases in which:

- (1) a motion for new trial is granted in a case that had previously been reported as disposed of and
- (2) other similar matters which are not reported elsewhere.

**Line 5. TOTAL CASES ON DOCKET**

To calculate the **Total Cases on Docket**, add the active cases pending at the beginning of the month, new cases filed, other cases reaching docket, and reactivated cases.

$$\text{Lines 1a} + 2 + 3 + 4 = \text{Line 5}$$

**Line 6. UNCONTESTED CIVIL FINES OR PENALTIES**

Report the number of cases in which the defendant **paid a civil fine or penalty without appearing for open court or an administrative hearing** (e.g., paying citation for civil parking offense). Include payments submitted by mail, by electronic means, or in person.

**Line 7. DEFAULT JUDGMENTS**

Report the number of cases in which the judgment was reached by default—the defendant, though served, failed to appear and answer, and judgment by default was granted in favor of the plaintiff.

**Line 8. AGREED JUDGMENTS**

Report the number of cases in which the court entered a judgment based upon the mutual agreement of the parties involved in the suit.



**Line 9. TRIAL OR HEARING BY JUDGE OR HEARING OFFICER**

Report the number of cases in which the decision was reached after a trial or hearing by the judge or a hearing officer, without a jury.

**Line 10. TRIAL BY JURY**

Report the number of cases in which a judgment was entered after trial based on the verdict of a jury.

**Line 11. CASES DISMISSED FOR WANT OF PROSECUTION**

Report the number of cases dismissed because the plaintiff or petitioner did not appear or otherwise made no effort to pursue his case.

**Line 12. ALL OTHER DISPOSITIONS**

Report any dispositions not clearly identifiable as any of the above categories.

**Line 13. TOTAL CASES DISPOSED**

Report the total number of cases disposed during the month. *Total Cases Disposed* equals the sum of Lines 6, 7, 8, 9, 10, 11 and 12.

**Line 14. PLACED ON INACTIVE STATUS**

Report the number of cases placed in an inactive pending status because further court proceedings and activities cannot be resumed until an event restores the case to the court's active pending caseload.

This category includes, but is not limited to:

- § Cases ordered to arbitration;
- § Cases in which a notice or suggestion of bankruptcy is filed;
- § Cases delayed due to the Soldiers' & Sailors' Civil Relief Act;
- § Cases in which a suggestion of death is filed; and
- § All other cases ordered abated by a judge.

**Line 15. CASES PENDING END OF MONTH (Sum of Lines 15a and 15b.)**

**Line 15a. Active Cases**

Report the number of cases that were active and awaiting entry of a judgment at the end of the month.

**Line 5 minus the sum of Lines 13 & 14 = Line 15a**

**Line 15b. Inactive Cases**

Report the number of cases at the end of the month that were classified as inactive.

**Line 1b minus Line 3 plus Line 14 = Line 15b**

**Line 16. CASES APPEALED**

Report the number of cases for which an appeal from the final judgment of the court was filed.

**A. After Trial**

**B. Without Trial**

## JUVENILE/MINOR ACTIVITY

**NOTE:** *Activity reported in Lines 1 through 16 below should also be reported, where appropriate, in the Criminal Section.*

**Line 1. TRANSPORTATION CODE CASES FILED**

Report the number of cases filed in which the minor (under 17 years of age) was charged with an offense listed under Transportation Code, Section 729.001.

**Line 2. NON-DRIVING ALCOHOLIC BEVERAGE CODE CASES FILED**

Report the number of cases filed in which a minor (under 21 years of age) was charged with an offense under the Alcoholic Beverage Code that **did not** involve driving (e.g., Sec. 106.02, Purchase of Alcohol by a Minor; Sec. 106.025, Attempt to Purchase Alcohol by a Minor; Sec. 106.04, Consumption of Alcohol by a Minor; Sec. 106.05, Possession of Alcohol by a Minor; and Sec. 106.07, Misrepresentation of Age by a Minor).

**Line 3. DRIVING UNDER THE INFLUENCE OF ALCOHOL CASES FILED**

Report the number of cases filed in which a minor (under 21 years of age) was charged with an offense under Alcoholic Beverage Code, Sec. 106.041, Driving Under the Influence of Alcohol by a Minor.

**Line 4. DRUG PARAPHERNALIA CASES FILED**

Report the number of cases filed in which a minor (under 18 years of age) was charged with an offense under Health and Safety Code, Sec. 481.125(a), Possession of Drug Paraphernalia.

**Line 5. TOBACCO CASES FILED**

Report the number of cases filed in which a minor (under 18 years of age) was charged with an offense under Health and Safety Code, Sec. 161.252, Possession, Purchase, Consumption or Receipt of Cigarettes or Tobacco Products by Minors Prohibited. This includes the offense of displaying false proof of age in order to obtain possession of, purchase, or receive a cigarette or tobacco product.

**Line 6. FAILURE TO ATTEND SCHOOL CASES FILED**

Report the number of cases filed for failure to attend school offenses under Education Code, Sec. 25.094. Include complaints originally filed as truancy petitions but refiled pursuant to Family Code, Sec. 54.021(C).

**Line 7. EDUCATION CODE CASES FILED (EXCEPT FAILURE TO ATTEND)**

Report the number of cases filed in which the child was charged with an offense provided in the Education Code **other** than Sec. 25.094, Failure to Attend. Examples of other offenses under the Education Code are Sec. 37.102, Rules (Enacted by School Board); Sec. 37.107, Trespass on School Grounds; Sec. 37.122, Possession of Intoxicants on Public School Grounds; Sec. 37.124, Disruption of Classes; and Sec. 37.126, Disruption of Transportation.

**Line 8. VIOLATION OF LOCAL DAYTIME CURFEW ORDINANCE CASES FILED**

Report the number of cases in which a person under 17 years of age was charged with violation of a local daytime curfew ordinance adopted under Local Government Code, Sec. 341.905 or Sec. 351.903.

*Note: Only cases involving violation of a “daytime” curfew should be reported; cases involving violations of a nighttime curfew should not be reported here.*

**Line 9. ALL OTHER NON-TRAFFIC, FINE-ONLY CASES FILED**

Report the number of cases in which a person under 17 years of age was charged with a non-traffic offense punishable only by a fine that does not fall within any of the other categories above (Lines 1 through 8).

**Line 10. TRANSFER TO JUVENILE COURT**

**a. Mandatory Transfer**

Report the number of cases in which the court waived its original jurisdiction and referred a person under 17 years of age to juvenile court pursuant to Family Code, Sec. 51.08(b)(1), because the child had previously been convicted of: A) two or more misdemeanors punishable by fine only other than a traffic offense; B) two or more violations of a penal ordinance of a political subdivision other than a traffic offense; or C) one or more of each of the types of misdemeanors described in A) or B).

*Note:* A court that has implemented a juvenile case manager program under Code of Criminal Procedure, Art. 45.056, may, *but is not required to*, waive its original jurisdiction. Courts in this situation should report all transfers to juvenile court in the *Discretionary Transfer* category.

**b. Discretionary Transfer**

Report the number of cases in which the court waived its original jurisdiction and referred a person under 17 years of age to juvenile court pursuant to Family Code, Sec. 51.08(b)(2).

**Line 11. ACCUSED OF CONTEMPT AND REFERRED TO JUVENILE COURT (DELINQUENT CONDUCT)**

Report the number of incidents in which the court refers a person under 17 years of age to juvenile court for delinquent conduct because the child failed to obey an order of the court under circumstances that would constitute contempt of court. See Code of Criminal Procedure, Art. 45.050(c)(1), and Family Code, Sec. 51.03(a)(2).

**Line 12. HELD IN CONTEMPT BY CRIMINAL COURT (FINED AND/OR DENIED DRIVING PRIVILEGES)**

Report the number of incidents in which the court holds a child in contempt, fines a child, or denies the child driving privileges because the child failed to obey an order of the court under circumstances that would constitute *contempt of court*. See Code of Criminal Procedure, Art. 45.050(c)(2).

**Do not** include license suspensions required by Alcoholic Beverage Code, Sec. 106.115(d), for failure to complete an alcohol awareness program or perform the required hours of community service. (*Note:* These suspensions are reported to the Department of Public Safety on form [DIC-15](#).)

**Line 13. JUVENILE STATEMENT MAGISTRATE WARNINGS**

**a. Warnings Administered**

Report the number of times the judge, as magistrate, gave juveniles charged with Juvenile Justice Code (Title 3, Family Code) violations official explanations of their right to counsel, right to remain silent, etc. If at the same time the judge also took the juvenile=s statement or confession, report this event under *Statements Certified*.

**b. Statements Certified**

Report the number of juvenile statements certified by the judge as required by Family Code, Sec. 51.095(a)(1)(D).

**Line 14. DETENTION HEARINGS HELD**

Report the number of juvenile detention hearings conducted by the judge during the month while acting as a substitute juvenile judge in a magistrate capacity in accordance with Family Code, Section 54.01.

**Line 15. ORDERS FOR NONSECURE CUSTODY ISSUED**

Report the number of orders for nonsecure custody issued during the month for juveniles in accordance with Code of Criminal Procedure, Art. 45.058.

**Line 16. PARENT CONTRIBUTING TO NONATTENDANCE CASES FILED**

Report the number of cases in which the parent of a child was charged with contributing to nonattendance of school under Education Code, Sec. 25.093.

**ADDITIONAL COURT ACTIVITY**

The lower portion of the monthly report form is designed to collect information: 1) reflecting the activity of municipal judges acting in the capacity of a magistrate; or 2) identified by the Texas Judicial Council as additional information that is important to collect from municipal courts.

**Line 1. Magistrate Warnings**

***NUMBER GIVEN***

Report the number of times during the month that the judge, as a magistrate, gave adult defendants charged with county or district court offenses official explanations of their right to counsel, right to remain silent, etc., as provided by Code of Criminal Procedure, Art. 15.17, for the following offenses:

- A. Class C Misdemeanors**
- B. Class A and B Misdemeanors**
- C. Felonies**

***NUMBER OF REQUESTS FOR COUNSEL***

Report the number of requests for appointment of counsel that were made by defendants during the magistrate warnings reported above.

- B. Class A and B Misdemeanors**
- C. Felonies**

**NOTE:** Code of Criminal Procedure, Art. 15.17(e), requires: In each case in which a person arrested is taken before a magistrate as required by Subsection (a), **a record shall be made of:**

- (1) *the magistrate informing the person of the person's right to request appointment of counsel;*
- (2) *the magistrate asking the person whether the person wants to request appointment of counsel; and*
- (3) *whether the person requested appointment of counsel.*

**Line 2. ARREST WARRANTS ISSUED**

**A. Class C Misdemeanors**

Report the number of arrest warrants issued by the court during the month in Class C misdemeanor cases.

**B. Class A and B Misdemeanors**

Report the number of arrest warrants issued by the court during the month in Class A or B misdemeanor cases.

**C. Felonies**

Report the number of arrest warrants issued by the court during the month in felony cases.

**Line 3. CAPIASES PRO FINE ISSUED**

Report the number of capiases pro fine issued during the month, pursuant to Code of Criminal Procedure, Art. 45.045, for a defendant's failure to pay fines and costs after judgment and sentence.

**Line 4. SEARCH WARRANTS ISSUED**

Report the number of search warrants the judge, as a **magistrate**, issued during the month that allowed law enforcement officers to search a particular premises or person.

**Line 5. WARRANTS FOR FIRE, HEALTH AND CODE INSPECTIONS ISSUED**

Report the number of search warrants issued, pursuant to Code of Criminal Procedure, Art. 18.05, to a fire marshal, health officer, or code enforcement official of the state or of any county, city, or other political subdivision for the purpose of allowing the inspection of any specified premises to determine the presence of a fire or health hazard or unsafe building condition or a violation of any fire, health, or building regulation, statute, or ordinance.

**Line 6. EXAMINING TRIALS CONDUCTED**

Report the number of preliminary hearings on felony cases conducted by the judge during the month to determine whether, upon the basis of the evidence produced at such a hearing, the defendant should be bound over to the grand jury or should be discharged from custody (Code of Criminal Procedure, Art. 16.01).

**Line 7. EMERGENCY MENTAL HEALTH HEARINGS HELD**

Report the number of hearings for emergency mental health commitments the judge held during the month as provided by Health and Safety Code, Sec. 573.012.

**Line 8. MAGISTRATE’S ORDERS FOR EMERGENCY PROTECTION**

Report the number of emergency protection orders issued by the judge, as a magistrate, under Code of Criminal Procedure, Art.17.292.

**Line 9. MAGISTRATE’S ORDERS FOR IGNITION INTERLOCK DEVICE**

Report the number of orders issued by the judge, as a magistrate, under Code of Criminal Procedure, Art. 17.441, requiring a defendant to have an ignition interlock device installed in his or her vehicle and not operate any motor vehicle unless it is equipped with that device.

**Line 10. ALL OTHER MAGISTRATE’S ORDERS ISSUED REQUIRING CONDITIONS FOR RELEASE ON BOND**

Report the number of other orders issued by the judge, as a magistrate, requiring conditions for release on bond under Code of Criminal Procedure, Article 17, except for the Magistrate’s Orders for Ignition Interlock Device reported in Line 8. Include:

- § Conditions related to victim or community safety (Art. 17.40);
- § Conditions where a child is the alleged victim (Art. 17.41);
- § Home curfew and electronic monitoring (Art. 17.43);
- § Home confinement, electronic monitoring, and drug testing (Art. 17.44);
- § AIDS and HIV instruction (Art. 17.45);
- § Conditions for a defendant charged with stalking (Art. 17.46);
- § Conditions requiring submission of a specimen (Art. 17.47); and
- § Conditions for defendant charged with offense involving family violence (Art. 17.49).

**Line 11. DRIVER’S LICENSE DENIAL, SUSPENSION OR REVOCATION HEARINGS HELD**

Report the number of hearings held by the judge during the month pursuant to Transportation Code, Sec. 521.300, to determine whether or not there is enough evidence to justify suspension or revocation of a person’s driver’s license by the Department of Public Safety for *habitual violations or inability to safely operate a motor vehicle*.

*NOTE:* This does not apply to license suspensions for Alcoholic Beverage Code, tobacco, failure to attend school, or similar offenses involving juveniles/minors.

**Line 12. DISPOSITION OF STOLEN PROPERTY HEARINGS HELD**

Report the number of hearings held by the judge during the month pursuant to Code of Criminal Procedure, Ch. 47, to determine the right to possession of stolen property.

**Line 13. PEACE BOND HEARINGS HELD**

Report the number of hearings held by the judge during the month to determine whether or not a peace bond should be issued per Code of Criminal Procedure, Art. 7.03, regardless of when the complaint was filed, **or** when (or whether) a warrant was issued, **or** an order requiring the peace bond (if any) was entered.

**Line 14. CASES IN WHICH FINE AND COURT COSTS ARE SATISFIED BY COMMUNITY SERVICE**

Report the number of cases in which community service was completed to **discharge a fine and/or court costs** as provided by Code of Criminal Procedure, Art. 45.049. **Report these cases when the**

**fine and court costs have been satisfied in full.**

**NOTE:** “Court costs” includes fees (e.g., judicial support fee, jury reimbursement fee, etc).

**Do not include cases in which community service was mandatory for the offense and was ordered as part of the sentence** (e.g., alcohol and tobacco related offenses).

**A. Partial Satisfaction**

Report the number of cases in which the community service **partially** satisfied the fine or court costs.

**B. Full Satisfaction**

Report the number of cases in which the community service **fully** satisfied the fine or court costs.

**Line 15. CASES IN WHICH FINE AND COURT COSTS SATISFIED BY JAIL CREDIT**

Report the number of cases in which jail credit was applied to **partially or fully** discharge a fine or court costs. **Report these cases when the fine and court costs have been satisfied in full.**

**NOTE:** “Court costs” includes fees (e.g., judicial support fee, jury reimbursement fee, etc).

**Line 16. CASES IN WHICH FINE AND COURT COSTS WAIVED FOR INDIGENCY**

Report the number of cases in which a fine or court costs were partially or fully waived for indigency during the month.

**Line 17. AMOUNT OF FINES AND COURT COSTS WAIVED FOR INDIGENCY**

Report the total amount of fines and court costs waived during the month for indigency.

**Line 18. TOTAL FINES, COURT COSTS AND OTHER AMOUNTS COLLECTED**

Report the amount of court-related money **collected** by the court during the month. Include fines, fees, court costs; Omnibase fees<sup>1</sup>; forfeited bonds; fees for copies, etc.

Do not include amounts retained by a private collections agency for service fees<sup>2</sup>; amounts assessed; jail credit; community service credit; or amounts collected that are not related to court operations (e.g., overdue library book fees, **additional examples?**).

**A. Retained by City**

Report the amount of money collected during the month that goes to a city or other local fund. Include the city’s portion of any fee that is divided by statute between the city and the State. Do not include amounts retained by the city as a handling fee if the city is compliant in reporting to the State.

Examples:

- Court costs adopted by city ordinance:

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<sup>1</sup> Authorized by Transportation Code, Ch. 706. The Omnibase program is not considered a collections contract. It is a contract with the Department of Public Safety to provide information necessary for the department to deny renewal of drivers’ licenses.

<sup>2</sup> Fees authorized by Code of Criminal Procedure, Art. 103.0031.



- *a fee not to exceed \$25 for executing certain warrants (Article 45.203, C.C.P.);*
- *building security fee;*
- *technology fee;*
- *a juvenile case manager fee; and*
- *service fees for collection of fines, costs, and bonds by credit card or electronically*
- Special expense fee for granting deferred disposition or driving safety course, or a \$10 administrative fee for granting a drivers safety course
- Dismissal fees
- City's portion of State Judicial Support Fee (10 percent of fee)
- Court costs and fees collected for the Child Safety Fund
- Traffic fund court cost (Section 542.403, T.C)
- Arrest fee (Art. 102.011(a), C.C.P.)
- Warrant fee
- Teen Court fees
- Witness, defendant, parents of a juvenile, or jury summons fees
- Jury fee
- Expunction fee
- City's portion of restitution fee
- City's portion of time payment fee
- City's portion of over gross weight violation court costs and fines
- City's portion of excess motor carrier fines
- Travel costs to convey prisoner or to execute process
- Fees for copies, etc.

#### **B. Remitted to State**

Report the amount of money collected during the month that is designated to be remitted to the State. Include amounts that may be retained by the city as handling fee if the city is compliant in reporting to the State.

Examples:

- Consolidated Court Cost
- State Traffic Fine
- State Juror Reimbursement Fee
- State Judicial Support Fee
- Indigent Defense Representation Fee
- State portion of Arrest Fee, if relevant (Art. 102.011(a), C.C.P.)
- State portion of Warrant Fee, if relevant
- Driving Record Fee
- State's portion of restitution fee
- State's portion of time payment fee
- State's portion of over gross weight violation court costs and fines
- State's portion of excess motor carrier fines, etc.

#### **C. Total**

Report the amount of court-related money **collected** by the court during the month.

## **What to do if you are unable to report at this time**

We are aware and understand that some courts continue to have difficulties in the preparation and filing of the new monthly report. At this time if you are able to run a report but know that data is either missing or incorrect, please do not submit the report. We would prefer you contact your software vendors to resolve the problems and submit the report when those issues have been worked through.

If you are still experiencing difficulty at the end of January or the beginning of February, please send an email explaining the reason for the delay to [reportingsection@courts.state.tx.us](mailto:reportingsection@courts.state.tx.us). Otherwise, there is no need to contact us at this point unless you have questions.

When you are ready to report remember to go to the new reporting link to submit the reports at <http://card.txcourts.gov/>.

# OCA Monthly Report Reminders and Tips

## What Has Not Changed:

- **A report is required to be submitted each month** even if the court has no activity to report.
- **Disposed = adjudicated** (final judgment has been entered). Disposition date is the date judgment was signed. Report only one disposition per case.
- **Payment plans:** a person who is placed on a payment plan to discharge their fines, fees and courts costs has been found guilty. The case is reported in the dispositions section when the adjudication of guilt was made (the final judgment was entered), not when the person finally satisfies all the fines, fees and court costs.
- **Revenue reported includes** fines, fees, court costs; Omnibase fees; forfeited bonds; fees for copies, etc.
- **Revenue reported DOES NOT include** amounts retained by a private collections agency for service fees; amounts assessed; jail credit; community service credit; or amounts collected that are not related to court operations.

## What's New

- <http://www.courts.state.tx.us/oca/required.asp> - Our website contains the new form, instructions, and other information to help you complete the new report. We suggest you bookmark this website and refer to it often for updates. Any updates made will have the date updated noted in red.
- New reporting website – <http://card.txcourts.gov>. All reports for September 2011 and later must be entered in the new system.
- Category changes and clarifications:
  - Fined is now called Uncontested Dispositions (cases in which a guilty or nolo contendere plea was entered due to payment of a fine or other amount accepted by the court without a plea being entered in open court.)
  - Trial by Judge, Finding of Guilty split into 2 categories to separate pleas from actual trials before the judge:
    - Convictions—Guilty Plea or No Contendere
    - Convictions—By the Court
  - Compliance Dismissals expanded and All Other Dispositions added at request of courts because there was previously no place to report certain dispositions
  - Cases Appealed now reported after trial or without trial
  - Transfers to Juvenile Court are now separated between mandatory or discretionary
  - More information collected on magistration activity

## Frequently Asked Questions Since 10/1/2011

- **What defines what is reported as a show cause?** The report instructions specifically define what cases should be reported. Report the number of show cause or contempt hearings held pursuant to Art. 45.050 (juveniles), 45.051(c-1) (deferred disposition), or 45.0511(i) (driver's safety), Code of Criminal Procedure, for failure to comply with the requirements for deferred disposition or driver's safety dismissal.
- **Do I count a show cause if the defendant did not appear?** If the case was set but the defendant failed to appear and the judge imposed the fine, it should be counted on the Show Case line.
- **When do we report cases which community service was completed or jail credit was applied to partially or fully satisfy the fines and/or court costs?** Report these cases in the month the fines and court costs have been satisfied in full. If never satisfied in full, the community service or jail credit would never be reported.
- **Am I required to submit the report online?** The report must now be submitted online unless the court has requested and received a waiver for good cause. If you have not already done so, you may contact our Service Desk by phone at (512)463-1642 or by email at [service.desk@txcourts.gov](mailto:service.desk@txcourts.gov) and they will provide you with a login ID and password so that you may then submit the report online. If you wish to request a waiver of on-line reporting, it must be submitted in writing by fax, email or mail.
- **What is causing an error when I try to submit my report electronically?** If you are trying to upload a report (XML file) and receive an error message, you will need to make note of the error message and contact your vendor so they can correct the file. Remember you always have the option to manually enter the report, so problems with an XML should not prevent you from submitting reports.
- **Why does the section I entered show "Out of Balance"?** In the criminal and civil sections of the new report, certain calculations must be correct. If the calculations in your report are not correct, you will receive an error message. Other reasons an error message will display are if a negative number is placed in any other field except for the Docket Adjustment line or if the Prepared By line is left blank. All errors must be corrected.
- **I was entering my report when I had to answer the phone. What happened to it – it's not there?** When a user has started completing a report, the system allows there to be approximately 19-20 minutes of inactivity before it will automatically timeout. To avoid this, at any time during the manual entry of the report you may go down to the bottom of that section, click on Submit, and anything already entered will be saved. You can then go back later and make any additional entries to complete that section.
- **I know there were cases closed this month by completion of DSC, deferrals, etc., but they aren't showing up on the report – why?** If you know there should be cases on the report in a particular category and they are not there, contact your vendor to ensure that they are coded properly. **Always review your report every month. Do not assume your software gets it right!!!**

## How To Contact Us

[reportingsection@courts.state.tx.us](mailto:reportingsection@courts.state.tx.us) – This email is monitored by all the Judicial Information Staff and is probably the quickest way to get a response. You may reach us individually as follows:

Sandra Mabbett (512) 463-1640  
Katherine Martinez (512) 463-3789  
Angela Garcia (512) 936-1358

[sandra.mabbett@txcourts.gov](mailto:sandra.mabbett@txcourts.gov)  
[katherine.martinez@txcourts.gov](mailto:katherine.martinez@txcourts.gov)  
[angela.garcia@txcourts.gov](mailto:angela.garcia@txcourts.gov)

# OCA Monthly Report

## How to Determine the Status of a Case

### What is the definition of a Pending Case?

A case pending on the first of the month is a case that had been filed in a previous month but in which a **FINAL JUDGMENT HAD NOT YET BEEN ENTERED**. Total cases pending on the first of the month is a sum of active and inactive cases that were pending as of the first of the month.

A case pending at the end of the month is a case in which a **FINAL JUDGMENT HAD NOT YET BEEN ENTERED** by the end of the month. Total cases pending at the end of the month is a sum of active and inactive cases that were pending as of the end of the month.

### What if the cases pending on the website and the report I run from my software don't match?

The cases pending end of month carry forward to the cases pending first of next month. If not equal, a docket adjustment must be entered to account for the difference. To **increase** number of cases pending in a certain case category, enter the number of cases you need to increase the category by - do not enter plus sign (+). To **decrease** number of cases pending, enter the number of cases you need to decrease the category by; you must enter a minus sign (-).

### What is the definition of an Active Case?

Active cases are those cases that the court can move to adjudication (entry of a judgment).

### What is the definition of an Inactive Case?

Report the number of cases **in which a judgment has not been entered** that were placed in an inactive pending status because further court proceedings and activities cannot be resumed until an event restores the case to the court's active pending caseload.

This category includes:

- Cases in which a directive to apprehend or warrant of arrest has been issued;
- Cases reported to the OmniBase (Texas Department of Public Safety) program, to the Scofflaw program (Texas Department of Transportation Vehicle Titles and Registration Division), or to a collections agency for failure to appear;
- Cases in which a defendant is being held elsewhere on state or federal charges;
- Cases stayed due to a question of mental illness or mental retardation;
- Cases stayed while a defendant undergoes temporary or extended inpatient mental health treatment; and
- Cases in which the defendant is otherwise unavailable for adjudication.

## What is the definition of a Reactivated Case?

Reactivated cases are those that had previously been placed in an inactive pending status, but for which further court proceedings and activities can now be resumed so that a judgment may be entered in the case.

This category includes:

- Cases in which the defendant was apprehended
  - o and posted bond to appear at court or
  - o was arraigned and magistrates;
- Cases that had been reported to the OmniBase (Texas Department of Public Safety) program, to the Scofflaw program (Texas Department of Transportation Vehicle Titles and Registration Division), to the Nonresident Violator Compact Program, or to a collections agency for failure to appear:
  - o That were reactivated because the defendant appeared and the case was set for an appearance or trial;
  - o That were reactivated because the defendant submitted a guilty or nolo plea to the court, whether or not the fine was paid;
  - o That were reactivated because the defendant submitted a payment or other amount without a plea being entered (see definition in Line 6—Uncontested Dispositions);
  - o That were reactivated because the case was dismissed; and
- Cases in which the proceedings were suspended due to a question of mental illness or mental retardation:
  - o That were reactivated after an examination for competency to stand trial;
  - o That were reactivated after the court or a jury decided that the defendant was not committable for temporary or extended mental health services and the defendant was found competent to stand trial; or
  - o That were reactivated after the defendant's completion of temporary or extended inpatient mental health treatment.

### NOTE:

- Reactivated criminal cases are reported under the same offense reported when the original case was filed/reported.
- Reactivated cases are reported even if a judgment was also entered in the case during the month.
- Inactive cases must be counted as reactivated before they can be counted as disposed of.

## Are capias pro fines reported as inactive cases?

A capias pro fine is issued after a judgment (a conviction) has been entered because a person has not satisfied the fine or other obligations. Thus, the capias pro fine will never affect whether a case is counted as pending, whether active or inactive. **Capiases pro fine are reported only in the Additional Court Activity Section on Line 3.**