

**Judicial Council Monthly
Court Activity Reports**

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Today's Topics

- Who decides what data will be collected
- Legal Requirements
- New Reporting Requirements
- Changes to Reports
- Report Submission to OCA
- Generating Activity Reports
- Directory Searches

**Who Decides What Data Will Be
Collected**

- Texas Judicial Council: policymaking body for the judicial branch, consists of 22 judicial, legislative, and citizen members
- Since 1929, one its primary duties has been to gather judicial statistics from judges and other court officials (Government Code section 71.035(a))
- Judicial Council, assisted by OCA, is the only entity that collects comprehensive statistics on the operation of the Texas courts

Legal Requirements

- *Texas Government Code, Chapter 71, Section 71.035(b):* Judge/Clerk must submit monthly report as duty of office

- *Texas Administrative Code, Sections 171.1 & 171.2:* Report is due no later than the 20th of each month (e.g., report for July is due August 20)

New Reporting Forms & Instructions

**Effective Date
September 1, 2011**

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

Resources

- **Required Reporting web page**
<http://www.courts.state.tx.us/oca/required.asp>
 - Forms
 - Instructions
 - Frequently Asked Questions
 - XML Specifications and XML Tester
 - 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>

Changes to Justice and Municipal Court Monthly Case Activity Reports Effective September 1, 2011 [...top...](#)

[New Reporting Rules](#) [pdf]

[Frequently Asked Questions - Online Report Submission](#) - Added 12/07/11!

[Frequently Asked Questions - XML File Submission](#) - Added 11/07/11!

[Validate XML file format](#) - Added 4/11/11

[List of Changes Made to XML Specifications](#) [pdf] - Updated 03/21/11!

[Justice Courts: Form](#) [pdf] | [\[xls\]](#) | [\[Instructions\]](#) | [\[Case category charts\]](#) | [\[Frequently Asked Questions\]](#) | [XML Specifications](#) [pdf]

[Municipal Courts: Form](#) [pdf] | [\[xls\]](#) | [\[Instructions\]](#) | [\[Case category charts\]](#) | [\[Frequently Asked Questions\]](#) | [XML Specifications](#) [pdf] - XML Specifications Updated 03/21/11!

[Red lined versions of forms reflecting changes: Justice Courts](#) [pdf] | [Municipal Courts](#) [pdf]

[DPS Violation Codes Categorized by OCA Case Category: \[xls\]](#) - Updated 9/14/2011

Report of Change in Mayor, Municipal Judge, or Municipal Court Clerk

- Section 29.013(a) of the Government Code requires the secretary of a municipality to notify the Texas Judicial Council of the name of each person who is elected or appointed as mayor, municipal court judge, or clerk of a municipal court within 30 days after the date of the person's election or appointment.

Report of Change in Mayor, Municipal Judge, or Municipal Court Clerk

- The secretary is also required to notify the Texas Judicial Council of the name the mayor, municipal court judge or clerk that vacates such an office. **NOTE:** *Judges include the presiding judge, associate judges, alternate judges, contracted judges or another other person who serves in a judicial capacity for the city.*

Report of Change in Mayor, Municipal Judge, or Municipal Court Clerk

Report of Change in Mayor, Municipal Judge, or Municipal Court Clerk [...top...](#)

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Report Form: [PDF](#) | [Word](#)

Report of Change in Mayor, Municipal Judge, or Municipal Court Clerk



OFFICE OF COURT ADMINISTRATION
285 WEST 14TH STREET, SUITE 600 • (512) 463-3425 • FAX (512) 936-2423
P.O. BOX 12666 • AUSTIN, TEXAS 78711-2666
<http://www.txcourts.gov>

CARL REYNOLDS
Administrative Director

REPORT OF CHANGE/VACANCY IN MAYOR OR MUNICIPAL COURT JUDGE OR CLERK

Section 29.013(a) of the Government Code requires the secretary of a municipality to notify the Texas Judicial Council of the name of each person who is elected or appointed as mayor, municipal court judge, or clerk of a municipal court within 30 days after the date of the person's election or appointment. The secretary is also required to notify the Texas Judicial Council of the name the mayor, municipal court judge or clerk that vacates such an office.

NOTE: Judges include the presiding judge, associate judges, alternate judges, contracted judges or another other person who serves in a judicial capacity for the city.

Appointment or Election

Name:

Position:

Changes to Reports

What has changed and what hasn't

Determining what makes a case:

- Pending
 - Active
 - Inactive
 - Reactivated

Refer to handout

Submitting the Report to OCA



Monthly Court Activity Report

Report must be submitted online, unless you have a waiver from OCA.

Contact OCA's **Service Desk:**

(512) 463-1642

Or

service.desk@txcourts.gov

to obtain a User ID and password or for password resets

Submission of the Monthly Report is Required

- The reporting rules in the Administrative Code only allow for a waiver of ONLINE reporting.
- The waiver provision applies only to courts who wish to continue mailing or faxing their reports to our office.
- Everyone is still required to submit a report.**

Requesting a Waiver from reporting on-line

- Will be for one reporting year through August 31, 2012 (the end of FY 2012)
- Must be submitted in writing by fax, email or mail

Where to Report

- For report activity beginning September 2011 (form revised effective 9/1/2011) the new database is called Court Activity Reporting and Directory System

<http://card.txcourts.gov>

Monthly Report Login Page

<http://card.txcourts.gov>

THE TEXAS OFFICE OF COURT ADMINISTRATION
Court Activity Reporting and Directory System

Build Version 1.0.4171-2/2012

Help

Public Judicial Directory



Reports - District County Court Data Prior to September 1, 2010 & Justice/Municipal Court Data Prior to September 1, 2011

Reports - District County Court Data for September 1, 2010 and Later & Justice/Municipal Court Data for September 1, 2011 and Later

For Assistance contact OCA Help Desk at 512/463-1642 or email: oproc@ocadocs.texas.gov

Login ID:
Password:

Login

Court's Main Page

Add New Monthly Report – Data Entry
View Electronic Submission – Upload XML file

THE TEXAS OFFICE OF COURT ADMINISTRATION
 Court Activity Reporting and Directory System
 Build Version 1.1.4287.23278

Harris County
 Municipal Court
 Hillshire Village
 100 Commercial
 Houston, Texas
 77060-3800

To change your password, visit [Help](#) > [Change Password](#)
 To update directory information, please email [changes@tcoadms.com](#)
 If you have any concerns or questions about your report, please email [the.support@tcoadms.com](#) or call 713.743.9435.

Uploading an XML file

- Click on View Electronic Submission
- Browse to find your report
- Submit

THE TEXAS OFFICE OF COURT ADMINISTRATION
 Court Activity Reporting and Directory System
 Build Version 1.1.4287.23278 Last Login: 10/3/2011 10:32:29 AM [Logout](#) | [Help](#)

[Municipal Main Menu](#) > [File Submission](#)

Electronic file:

Add New Monthly Report – option to choose a month/year and a section

THE TEXAS OFFICE OF COURT ADMINISTRATION
 Court Activity Reporting and Directory System
 Build Version 1.1.4287.23278 Last Login: 9/28/2011 11:42:20 PM [Logout](#) | [Help](#)

[Theoretical Main Menu](#) > [Monthly Report Search](#) > [Monthly Report](#)

Year:
 Month:

Hillshire Village
 PRESIDING JUDGE: James Smith

Section:

Reminder - Inactive cases must be reactivated in order to be disposed

	10/2019	11/2019	12/2019	1/2020	2/2020	3/2020
CASES PENDING FIRST OF MONTH <i>(Do not enter cases pending end of previous month.)</i>	5	5	5	5	5	5
DOCKET ADJUSTMENTS						
1. CASES PENDING FIRST OF MONTH (Adjusted)	5	5	5	5	5	5
a. Active Cases	5	5	5	5	5	5
b. Inactive Cases	2	2	2	2	2	2
No Activity						
2. NEW CASES FILED <i>(Do not enter cases filed, including those that may also have been disposed this month.)</i>						
3. CASES REACTIVATED	2					
4. ALL OTHER CASES ADDED						
5. TOTAL CASES ON DOCKET <i>(Sum of rows 1b, 2, 3 & 4.)</i>	5	3	3	3	3	3
DISPOSITIONS						
6. DISPOSITIONS PRIOR TO COURT APPEARANCE OR TRIAL						

Docket Adjustments

- Cases pending end of month and cases pending beginning of following month should be the same
- If not equal, docket adjustment must be entered to account for the **difference**
- You won't find the docket adjustment line on the form – it's only in the online reporting system

Docket Adjustments

- 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 (-)

Docket Adjustments

Do not

enter the numbers that you want
the pending cases to be

Docket Adjustments - incorrect

THE TEXAS OFFICE OF COURT ADMINISTRATION
Court Activity Reporting and Directory System

Build Version: 1.1.4240.10377 Last Login: 8/12/2011 1:14:09 PM Logout Help

Municipal Court: Primavera
Judge: Arturo Salas
Clerk:

Municipal Main Menu > Monthly Report Search > Monthly Report

Criminal Civil Juvenile Additional

720310900, Cameron County, Primavera, October 2011

CASES ON DOCKET	TRAFFIC MISDEMEANORS				NON-TRAFFIC MISDEMEANORS		
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance	
CASES PENDING FIRST OF MONTH (Does not case pending end of previous month)	29	32	7	0	65	10	
DOCKET ADJUSTMENTS	27	33	6	0	59	14	
1. CASES PENDING FIRST OF MONTH (Adjusted)	66	65	13	0	114	30	
a. Active Cases	28	32	7	0	65	10	
b. Inactive Cases	27	33	6	0	59	14	

Docket Adjustments – correct

THE TEXAS OFFICE OF COURT ADMINISTRATION
Court Activity Reporting and Directory System

Build Version: 1.1.4240.10377 Last Login: 8/12/2011 1:14:09 PM Logout Help

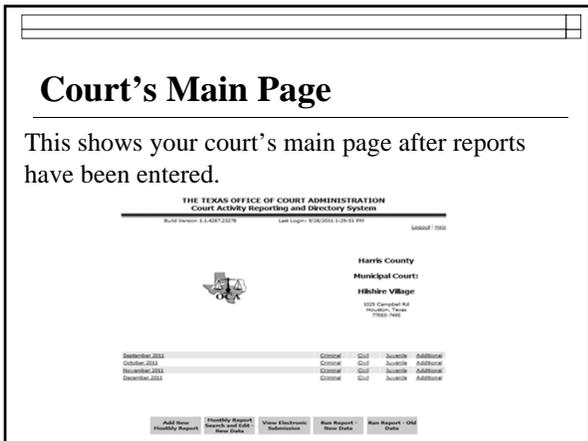
Municipal Court: Primavera
Judge: Arturo Salas
Clerk:

Municipal Main Menu > Monthly Report Search > Monthly Report

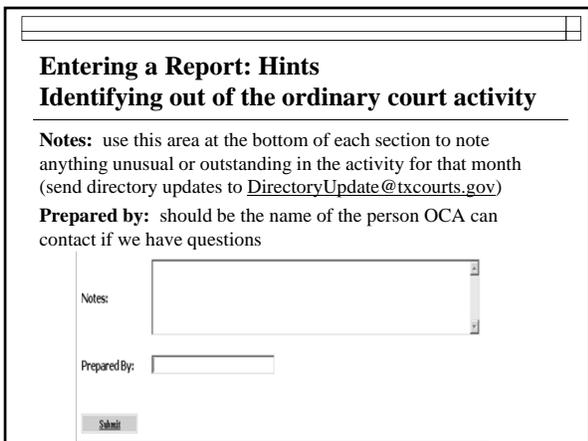
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	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance	
CASES PENDING FIRST OF MONTH (Does not case pending end of previous month)	28	32	7	0	65	10	
DOCKET ADJUSTMENTS	11	1	1	0	4	2	
1. CASES PENDING FIRST OF MONTH (Adjusted)	27	33	6	0	69	14	
a. Active Cases	27	33	6	0	69	14	
b. Inactive Cases	0	0	0	0	0	0	







Entering a Report: Hints

When a report is out of balance look for the numbers/messages in red.

(FC use 00/00)	1	2	3	4	5	6
g. All Other Transportation Code Dismissals	0	0	0	0	0	0
9. ALL OTHER DISPOSITIONS	11	11	11	11	11	11
10. TOTAL CASES DISPOSED (Sum of lines 6, 7, 8 & 9)	11	11	11	11	11	11
11. CASES PLACED ON INACTIVE STATUS	0	0	0	0	0	0
12. CASES PENDING END OF MONTH (Sum of lines 10 & 11)	-1	-1	-1	-1	-1	-1
	Invalid	Invalid	Invalid	Invalid	Invalid	Invalid
a. Active Cases (Line 2 minus the sum of lines 10 & 11)	-1	-1	-1	-1	-1	-1
	Invalid	Invalid	Invalid	Invalid	Invalid	Invalid
b. Inactive Cases (Line 10 minus line 11 plus line 12)	0	0	0	0	0	0

Entering a Report: Hints— Be Positive

- Negative numbers are allowed in only 1 place on the report: docket adjustment line
- Watch out for and correct negative pending cases.

Reminders

- A report must be submitted for EACH month, even if court had no activity
- Accuracy of report should be verified - don't assume your software gets it right!
- Keep copies of any reports run from your system for a minimum of 2 years

Generating Reports

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



Questions

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