

**Judicial Council Monthly Court Activity Reports**

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Office of Court Administration

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**Today's Topics**

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- Who decides what data will be collected
- Importance of data collected
- Changes to Reporting Form
- Report Submission to OCA
- Generating Activity Reports
- Directory Searches

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**Who Decides What Data Will Be Collected**

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- 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

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**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 20<sup>th</sup> of each month (e.g., report for July is due August 20)

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**Scope of Information**

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

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**Importance of Case Activity Data**

- Data 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;
  - trends in case activity and allows for analysis of those trends, such as the nature and volume of court workload and court performance; and
  - how well the courts are fulfilling their functions and identify areas that need improvement.

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## Importance of Case Activity Data

- The data also:
  - are used extensively by the legislature, commissioners, and other decision-making bodies in making decisions affecting the judiciary
  
  - allows policymakers to recognize an emerging problem, develop solutions to address it, and evaluate whether the solutions are working; and
  
  - are available to the general public

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## Publications

- **Court Activity Reporting and Directory System** <http://card.txcourts.gov>
- **Texas Judicial System Annual Report** <http://www.courts.state.tx.us/pubs/annual-reports.asp>
- **Published Texas Judicial System Directory** <http://www.courts.state.tx.us/pubs/JudDir.asp>
- **Searchable Texas Judicial System Directory** <http://card.txcourts.gov/DirectorySearch.aspx>

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## Changes to Monthly Reports

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## New Reporting Forms & Instructions

**Effective Date  
September 1, 2011**

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

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## 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

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

### Changes to Justice and Municipal Court Monthly Case Activity Reports Effective September 1, 2011

On December 11, 2009, the Texas Judicial Council approved the revised monthly case activity forms and instructions for the justice and municipal courts. The new reporting changes will take effect beginning **September 1, 2011**.

In addition, the Judicial Council adopted amendments to its reporting rules, which add new reporting requirements for the justice and municipal courts. (The amendments amend Section 171.2, and add new sections 171.7 and 171.8, of Title 1 of the Texas Administrative Code.)

**New Reporting Rules** [pdf]

**List of Changes Made to XML Specifications** [pdf] - Updated 03/21/11

**Validate XML file format** - Added 4/11/11

**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

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**Major Changes**

□ Report is now separated into 4 sections:

- Criminal
- Civil
- Juvenile
- Additional Activity

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**Major Changes**

□ Justice & municipal reports made identical wherever possible:

- Mostly juvenile activity and Magistrate activities  
- added to the JP form
- Civil/Administrative activity handled by the court  
- added to the municipal form

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**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

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**Major Changes – Criminal Section**

**□ New Criminal Section Case Categories**

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

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**Major Changes**

□ Major goal was to clean up confusing and misleading category names and instructions. As a result:

- *Fined* changed to *Uncontested Dispositions*
- *Trial by Judge, Finding of Guilty* changed to *Convictions—Guilty Plea or No Contendere* and *Convictions—By the Court*

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**Major Changes – Criminal Section**

□ 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

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<p><b>Major Changes</b></p> <hr/> <p><input type="checkbox"/> <b>Cases Appealed:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> After Trial or</li> <li><input type="checkbox"/> Without Trial</li> </ul> <p><input type="checkbox"/> <b>Transfer to Juvenile Court:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mandatory Transfer or</li> <li><input type="checkbox"/> Discretionary Transfer</li> </ul>
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<p><b>Major Changes</b></p> <hr/> <p><input type="checkbox"/> <b>Number of requests for counsel</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Class A &amp; B</li> <li><input type="checkbox"/> Felonies</li> </ul>
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<p><b>Major Changes</b></p> <hr/> <p><b>Magistrate Activities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Juvenile detention hearings</li> <li><input type="checkbox"/> Orders for non-secure custody (juvenile warrants)</li> <li><input type="checkbox"/> Capiases pro fine</li> <li><input type="checkbox"/> Warrants for fire, health and code inspections</li> <li><input type="checkbox"/> Magistrate's orders for ignition interlock device</li> <li><input type="checkbox"/> Disposition of stolen property hearings</li> </ul>
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## Major Changes

- **Definition of a pending case** – case previously filed in which a judgment had not been entered at the beginning of the month.
  - Pending Cases are the sum of:
    - Active Cases and
    - Inactive Cases

Adding this distinction allows for a better understanding of court workload and case flow management.

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## Pending Cases

- Will begin with whatever is entered in the activity report for September 2011
  
- Each case must be reported as disposed of in the same category under which it was reported filed so that the filings and dispositions will balance.

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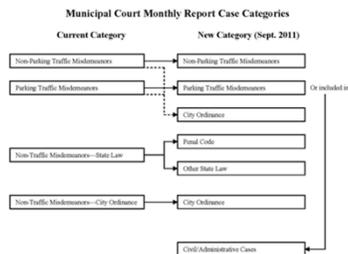
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## What about pending cases already in the system prior to September 1?

Pending cases will need to be categorized according to new case categories below.



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**What about older cases already in the system prior to September 1?**

If your court was unable to reclassify cases pending before August 31, 2011 into the new categories, the pending cases should be reported as pending or disposed on or after September 1, 2011 as follows:

Old Category	New Category
Traffic Misdemeanors	Non-Parking
Non-Traffic Misdemeanors	Other State Law

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**Active Cases**

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

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**Inactive Cases**

- Inactive cases are those 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.

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**Inactive Cases - Criminal**

- 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.

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**Inactive Cases - Civil**

- 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.

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**Cases Reactivated**

- 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, will be reported as reactivated.

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## Cases Reactivated

□ **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.

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## Cases Reactivated - Criminal

□ **This category includes:**

- Cases in which the defendant was apprehended or otherwise became available for court proceedings;
- Cases in which the proceedings were suspended due to a question of mental illness or mental retardation:
- Reactivated after an examination for competency to stand trial;
- 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
- Reactivated after the defendant's completion of temporary or extended inpatient mental health treatment.

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## Cases Reactivated - Civil

□ **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.

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**Reactivated Hints:**

- Event that kept case from moving to disposition is no longer present
- Inactive cases must be reactivated in order to be disposed of

**Reactivated Criminal Cases:**

- Reactivate on date of defendant's 1<sup>st</sup> hearing (if you have accurate info; otherwise the date of the warrant)

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**Is a Capias pro fine an Inactive Case?**

- Capias pro fines **ARE NOT** inactive cases and should not be reported as such as there has already been a judgment in the case.
- Report these **only** in the Additional Court Activity Section on Line 3.

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**Submitting the Report to OCA**



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**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](mailto:service.desk@txcourts.gov)

to obtain a User ID and password or for password resets

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**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.**

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**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

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## 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>

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## Monthly Report Login Page

<http://card.txcourts.gov>

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

Build Version 1.0.4171.25022

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: [service.desk@courts.texas.gov](mailto:service.desk@courts.texas.gov)

Login ID:  
Password:

Login

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## 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 1.0.4171.25022

Help



Harris County

Municipal Court:

Hilshire Village

1000 Memorial Dr  
Houston, TX 77024  
(713) 350-3000

[Add New Monthly Report](#) | [Monthly Report Search and Edit](#) | [View Electronic Submission](#) | [Run Report - New Data](#) | [Run Report - Old Data](#)

To change your password, click here: [Change Password](#)

To update directory information, please email changes to: [Directory@courts.texas.gov](mailto:Directory@courts.texas.gov)

If you have any concerns or questions about your report, please email the [ServiceDesk@courts.texas.gov](mailto:ServiceDesk@courts.texas.gov), or call 512-463-1642.

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## 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

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Electronic File Submission  
Build Version 1.1.4287.23278      Last Login: 10/3/2011 10:32:29 AM      [Logout](#) | [Help](#)

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

Electronic File:

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## 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

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Monthly Report  
Build Version 1.1.4287.23278      Last Login: 9/26/2011 12:42:20 PM      [Logout](#) | [Help](#)

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

Year:

Month:

Hilshire Village  
PRESIDING JUDGE: James Smith

Section:

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## Add New Monthly Report

- Remember to enter reports sequentially

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

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Monthly Report  
Build Version 1.1.4287.23278      Last Login: 9/26/2011 1:29:51 PM      [Logout](#) | [Help](#)

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

Year:

Month:

Hilshire Village  
PRESIDING JUDGE: James Smith

→ The previous month has not been submitted. Please submit the previous month before continuing.

Section:

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**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

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**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 (-)

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**Docket Adjustments**

**Do not**

enter the numbers that you want  
the pending cases to be

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## Docket Adjustments - incorrect

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

Build Version: 1.1.4.06.10077      Last Login: 8/12/2011 1:18:09 PM      Logout | Help

**Municipal Court: Primavera**  
Judge: Arturo Siles  
Clerk:

Historical Main Items > 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 (Start date same month and of previous month)	28	32	7	0	55	10
DOCKET ADJUSTMENTS	27	33	6	0	59	14
<b>I. CASES PENDING FIRST OF MONTH (Adjusted)</b>	65	65	13	0	114	30
a. Active Cases	28	32	7	0	55	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: 1.1.4.06.10077      Last Login: 8/12/2011 1:18:09 PM      Logout | Help

**Municipal Court: Primavera**  
Judge: Arturo Siles  
Clerk:

Historical Main Items > 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 (Start date same month and of previous month)	28	32	7	0	55	10
DOCKET ADJUSTMENTS	11	1	1	0	4	2
<b>I. CASES PENDING FIRST OF MONTH (Adjusted)</b>	27	33	6	0	59	14
a. Active Cases	27	33	6	0	59	14
b. Inactive Cases	0	0	0	0	0	0

## Court's Main Page

This shows your court's main page after reports have been entered.

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

Build Version: 1.1.4.07.10076      Last Login: 9/26/2011 1:29:53 PM      Logout | Help

**Harris County**  
**Municipal Court:**  
**Hilshire Village**  
1021 Campbell Rd  
Houston, Texas  
77055-7405

September 2011    Criminal   Civil   Juvenile   Additional  
October 2011    Criminal   Civil   Juvenile   Additional  
November 2011    Criminal   Civil   Juvenile   Additional  
December 2011    Criminal   Civil   Juvenile   Additional

Add New   Monthly Report   Monthly Report Search and Add New Data   View Electronic Submissions   Print Report   Print Data   Print Report - PDF   Date

## Entering a Report: Hints

- After you enter a report, make sure you receive the saved successfully message



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## Entering a Report: Hints Identifying out of the ordinary court activity

**Notes:** use this area at the bottom of each section to note anything unusual or outstanding in the activity for that month (send directory updates to [DirectoryUpdate@txcourts.gov](mailto:DirectoryUpdate@txcourts.gov))

**Prepared by:** should be the name of the person OCA can contact if we have questions

Notes:

Prepared By:

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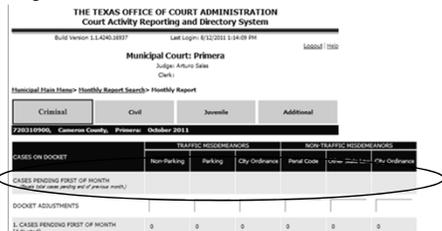
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## Entering a Report: Hints

- After September if no cases display in the pending cases first of month, that section was not entered for the previous month



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**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.

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**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

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**Generating Reports**

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## Generating Activity Reports

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




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## 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




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## Monthly Activity Report

Activity Report for Municipal Courts - San Marcos

September 1, 2009 to August 31, 2010

91.7 Percent Reporting Rate  
11 Reports Received Out of a Possible 12

	Traffic		Non-Traffic		REPORTED TOTALS
	Non-Traffic	Traffic	State	City	
	Judicial	Parking	Law	Ordinance	
<b>NEW CASES FILED</b>	<b>9,284</b>	<b>4,843</b>	<b>3,271</b>	<b>1,174</b>	<b>18,492</b>
<b>DISPOSITIONS:</b>					
Dispositions Prior to Trial	0	0	0	0	0
Benevolent Forfeiture	4,012	1,372	1,273	164	7,821
Case Dismissed	492	264	384	493	1,548
<b>Total Dispositions Prior to Trial</b>	<b>4,417</b>	<b>1,636</b>	<b>1,657</b>	<b>657</b>	<b>8,367</b>
Dispositions at Trial					
Trial by Judge	928	1	632	102	1,663
Guilty	1	0	6	4	11
Not Guilty	7	0	5	0	12
Trial by Jury	2	0	2	4	8
Guilty	0	0	0	0	0
Not Guilty	2	0	2	4	8
Dismissed at Trial	0	0	0	0	0
<b>Total Dispositions at Trial</b>	<b>930</b>	<b>1</b>	<b>644</b>	<b>110</b>	<b>1,691</b>
Cases Dismissed After					
Driver Safety Course	1,183	---	---	---	1,183
Deferral Disposition	443	0	422	41	906
Proof of Financial Responsibility	1,040	---	---	---	1,040
Compliance Dismissal	728	---	---	---	728
<b>Total Cases Dismissed After</b>	<b>3,494</b>	<b>0</b>	<b>422</b>	<b>41</b>	<b>4,067</b>

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