

--	--

Judicial Council Monthly Court Activity Reports

Sandra Mabbett
Judicial Information Analyst
Office of Court Administration

--	--

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)

--	--

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

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

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

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.*

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

--	--

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



OFFICE OF COURT ADMINISTRATION

205 WEST 14TH STREET, SUITE 600 • (512) 463-1625 • FAX (512) 936-2423
P.O. BOX 12066 • AUSTIN, TEXAS 78711-2066
<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:

--	--

New Reporting Forms & Instructions

**Effective Date
September 1, 2011**

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

--	--

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

- 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 [\[pdf\]](#) - Instructions & FAQ's Updated 01/17/2012!

Municipal Courts: Form [\[pdf\]](#) | [\[xls\]](#) | [\[Instructions\]](#) | [\[Case category charts\]](#) | [\[Frequently Asked Questions\]](#) | XML Specifications [\[pdf\]](#) - Instructions & FAQ's Updated 01/17/2012!

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

--	--

What has not changed

- **A report is required to be submitted each month** even if the court has no activity to report.
- **Disposed = adjudicated**
For purposes of this report, a disposition is reported when the case is adjudicated (the judge signs the final judgment or a sentence is otherwise imposed). The date of disposition is the date the final judgment was signed.

--	--

What has not changed

- **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.

--	--

What has not changed

- **Revenue reported**
 - **includes** fines, fees, court costs; Omnibase fees; forfeited bonds; fees for copies, etc.
 - **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?

- Report is now separated into 4 sections/pages:
 - Criminal
 - Civil
 - Juvenile
 - Additional Activity

--	--

What's New?

- Although the form expanded to four pages to keep the type from getting too small to read, the majority of the information on the reports remained the same.
- Also, the municipal court form did not change as much as the JP form since the municipal courts had been reporting additional juvenile case information of over a decade.

--	--

What's New?

- Revenue is now reported for what is:
 - Retained by the city
 - Remitted to the state
 - Total

If unable to provide the separate total amounts collected, just report the total

--	--

What's New?

- The total revenue will not necessarily be the sum of what is kept by the city and what is remitted to the state.
- Total revenue includes fees collected that are sent directly to other entities and **are not included** in either what is kept by the city or sent to the state.
- Examples are those collected for school districts or OmniBase fees

--	--

What's New?

- **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.)

--	--

What's New?

- 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

--	--

What's New?

- Cases Appealed now reported after trial or without trial
- Transfers to Juvenile Court are now separated between mandatory or discretionary
- More information collected on magistrate activity

--	--

Frequently Asked Questions

- **What defines what is reported as a show cause?**
 - 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.

--	--

Frequently Asked Questions

- **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.

--	--

Frequently Asked Questions

- **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.

--	--

Changes to Reports – Pending, Active, Inactive and Reactivated Cases

- **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.

--	--

Pending Cases

- **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.

--	--

Active Cases

- **What is the definition of an active case?**
 - For the purposes of this report, an active case is a case in which **NO JUDGMENT HAS YET BEEN ENTERED** and that **THE COURT CAN MOVE TO ADJUDICATION** (entry of a final judgment).

--	--

Inactive Cases

- **What is the definition of an inactive case?**
 - For the purposes of this report, an inactive case is a case in which **NO JUDGMENT HAS YET BEEN ENTERED BUT THE DEFENDANT IS NOT AVAILABLE FOR ADJUDICATION AND THE COURT CANNOT TAKE FURTHER ACTION.**

--	--

Inactive Cases

- **Examples of inactive criminal cases:**
 - 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;

--	--

Inactive Cases

- **Examples of inactive criminal cases:**
 - 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 in which the defendant is otherwise unavailable for adjudication.

--	--

Inactive Cases

- **Examples of inactive civil cases:**
 - 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.

--	--

Is it Active or Inactive???

- **When a defendant does not appear we send the case to collections and never see it again. Does sending these cases to collections make the case inactive?**
 - If no judgment was entered in the case, yes, you would count the case as inactive.
 - If a judgment **is** entered in the case, it should be reported in the appropriate disposition category. For purposes of the report a case is counted as disposed when a final judgment is entered.

--	--

Is it Active or Inactive???

- When a person is placed on a driver's safety, deferred adjudication or other program, does that make the case inactive?**
 - No. The case should remain active. The case is reported disposed of when the case is either dismissed for compliance or a conviction is entered for non-compliance.

--	--

Is it Active or Inactive???

- Does a cash bond make a case inactive?**
 - No since the case is set/can be set for court.
- If a defendant is fined and receives an extension to pay, does this make a case inactive?**
 - No. The case is reported as disposed when the judgment is signed (the conviction is entered, and the defendant is fined). This case has been adjudicated and convicted; this will not change whether the person pays in full or is on a payment plan.

--	--

Is it Active or Inactive???

□ **Are capiases pro fine reported as inactive cases?**

- No. 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.

--	--

Reactivated Cases

□ **What is the definition of a reactivated case?**

- For the purposes of this report, a case is counted as reactivated when it had previously been placed in an inactive pending status but some event occurred that allows the court to resume activity and move the case to a final judgment.

--	--

Reactivated Cases

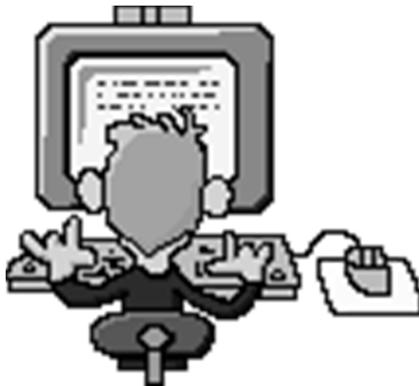
- Reactivated cases are reported even if a judgment was also entered in the case during the month. In fact, **INACTIVE CASES MUST BE COUNTED AS REACTIVATED BEFORE THEY CAN BE COUNTED AS DISPOSED OF.** If you do not do this, the result could possibly leave you with negative cases pending at the end of the month which will cause the report to be “out of balance”.

--	--

Reactivated Cases

- **What date/event should be used to determine when a criminal or juvenile case becomes reactivated—the date of arrest or the date of the defendant’s first hearing?**
 - The date of the defendant's first hearing is our preference. If you do not have access to accurate information about the date of the first hearing, use the date of arrest (date the warrant was executed).

Submitting the Report to OCA



Monthly Court Activity Report

The report must be submitted online unless a waiver has been received from OCA

To obtain a Login ID and password or for password resets contact OCA's **Service Desk**:

(512) 463-1642

Or

service.desk@txcourts.gov

--	--

Requesting a Waiver from reporting on-line

A waiver for good cause from reporting online may be requested. Keep in mind:

- 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 on the new reporting form.

--	--

Requesting a Waiver from reporting on-line

- **Everyone is still required to submit a report.**
- 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

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

Build Version 1.1.4506.15406

[Help](#)

[Public Judicial Directory](#)

A Login ID is not needed to access public information.

Public Court Activity Data:

New Data (District/County Courts for 9/1/10 and later & Justice/Municipal Courts for 9/1/11 and later):

[Run Reports](#)

[Ad Hoc Search](#)

Old Data (District/County Courts Prior to 9/1/10 & Justice/Municipal Courts Prior to 9/1/11):

[Run Reports](#)

[Ad Hoc Search](#)



For assistance with logins IDs, passwords, or other technical issues, email the

Help Desk: Service_Desk@txcourts.gov

(For password reset requests, please click [here](#))

For assistance with reporting questions, email the Reporting Section:

ReportingSection@courts.state.tx.us

Or call the Office of Court Administration at (512) 463-1625.

Login ID:
Password:

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

[Help](#)



Harris County

Municipal Court:

Hilshire Village

1025 Campbell Rd
Houston, Texas
77055-7495

[Add New Monthly Report](#) [Monthly Report Search and Edit - New Data](#) [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 Updates](#).

If you have any concerns or questions about your report, please email the [Reporting Section](#), or call (512) 463-1625.

Uploading an XML file

- Click on View Electronic Submission
- Browse to find your report
- Submit – goes to Criminal Section (no need to click on submit in each section)

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

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: [Browse...](#)

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

Monthly Report
Build Version 1.1.4287.23278 Last Login: 9/28/2011 12:42:20 PM [Logout](#) | [Help](#)

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

Year: 2011
Month: September

Hilshire Village
PRESIDING JUDGE: James Smith

Section: Criminal
Criminal
Civil
Juvenile
Additional [Continue](#)

Add New Monthly Report

- Remember to enter reports sequentially

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

Monthly Report
Build Version 1.1.4287.23278 Last Login: 9/28/2011 1:29:51 PM [Logout](#) | [Help](#)

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

Year: 2011
Month: November

Hilshire Village
PRESIDING JUDGE: James Smith

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

Section: Criminal

September 2011 – only month you could enter cases pending first of month

Active cases will auto fill with cases pending first of month numbers, so adjust the inactive cases as necessary.

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

Municipal Court: Hilshire Village
 Judge: James Smith
 Clerk:

Municipal Main Menu > Monthly Report Search > Monthly Report

721010800, Harris County, Hilshire Village: September 2011

Report was Entered Successfully

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 <small>(Equals total cases pending end of previous month.)</small>	5	5	5	5	5	5
DOCKET ADJUSTMENTS	0	0	0	0	0	0
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	0	0	0	0	0	0

Inactive Cases Adjusted

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

Build Version 1.1.4287.23278 Last Login: 9/28/2011 1:29:51 PM [Logout](#) | [Help](#)

Municipal Court: Hilshire Village
 Judge: James Smith
 Clerk:

Municipal Main Menu > Monthly Report Search > Monthly Report

721010800, Harris County, Hilshire Village: September 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 <small>(Equals total cases pending end of previous month.)</small>	5	5	5	5	5	5
DOCKET ADJUSTMENTS						
1. CASES PENDING FIRST OF MONTH (Adjusted)	5	5	5	5	5	5
a. Active Cases	3	3	3	3	3	3
b. Inactive Cases	2	2	2	2	2	2
No Activity <input checked="" type="checkbox"/>						
2. NEW CASES FILED <small>(Include all new cases filed, including those that may also have been dropped this month.)</small>						
3. CASES REACTIVATED						

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

	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
CASES PENDING FIRST OF MONTH <i>(Equals total 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	3	3	3	3	3	3
b. Inactive Cases	2	2	2	2	2	2
No Activity						
2. NEW CASES FILED <i>(Include all new 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 Lines 1a, 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 will automatically change the active cases line so adjust if necessary

--	--

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 1.1.4240.16937 Last Login: 8/12/2011 1:14:09 PM [Logout](#) | [Help](#)

Municipal Court: Primera
Judge: Arturo Salas
Clerk:

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

Criminal	Civil	Juvenile	Additional
----------	-------	----------	------------

720310900, Cameron County, Primera: 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 <i>(Equals total cases pending end of previous month.)</i>	28	32	7	0	55	16
DOCKET ADJUSTMENTS	27	33	6		59	14
1. CASES PENDING FIRST OF MONTH (Adjusted)	55	65	13	0	114	30
a. Active Cases	28	32	7	0	55	16
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 1.1.4240.16937 Last Login: 8/12/2011 1:14:09 PM [Logout](#) | [Help](#)

Municipal Court: Primera
Judge: Arturo Salas
Clerk:

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

Criminal	Civil	Juvenile	Additional
----------	-------	----------	------------

720310900, Cameron County, Primera: 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 <i>(Equals total cases pending end of previous month.)</i>	28	32	7	0	55	16
DOCKET ADJUSTMENTS	-1	1	-1		4	-2
1. CASES PENDING FIRST OF MONTH (Adjusted)	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 screenshot shows the main page of the Court Activity Reporting and Directory System. At the top, it displays the system name and version information: "THE TEXAS OFFICE OF COURT ADMINISTRATION Court Activity Reporting and Directory System", "Build Version 1.1.4287.23278", and "Last Login: 9/28/2011 1:29:51 PM". There are links for "Logout" and "Help".

The page is for "Harris County Municipal Court: Hishire Village". The address is "1025 Campbell Rd, Houston, Texas 77055-7495".

Below the header, there is a table of reports for the months of September, October, November, and December 2011. Each month has links for "Criminal", "Civil", "Juvenile", and "Additional".

At the bottom, there are five buttons: "Add New Monthly Report", "Monthly Report Search and Edit - New Data", "View Electronic Submission", "Run Report - New Data", and "Run Report - Old Data".

Entering a Report: Hints

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



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)

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

Notes:

Prepared By:

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

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

Build Version 1.1.4240.16937 Last Login: 8/12/2011 1:14:09 PM [Logout](#) / [Help](#)

Municipal Court: Primera
Judge: Arturo Sales
Clerk:

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

CASES ON DOCKET	TRAFFIC MISDEMEANORS			NON-TRAFFIC MISDEMEANORS		
	Non-Parking	Parking	City Ordinance	Penal Code	City Ordinance	City Ordinance
CASES PENDING FIRST OF MONTH <small>(Counts total cases pending end of previous month.)</small>						
DOCKET ADJUSTMENTS						
1. CASES PENDING FIRST OF MONTH (Adjusted)	0	0	0	0	0	0

Entering a Report: Hints - Maintain Balance

- The Criminal and Civil Sections of the report have calculations that must be correct or other rules that must be followed.

9. ALL OTHER DISPOSITIONS						
10. TOTAL CASES DISPOSED <i>(Sum of Lines 6, 7, 8 & 9.)</i>	0	0	0	0	0	0
11. CASES PLACED ON INACTIVE STATUS						
12. CASES PENDING END OF MONTH <i>(Sum of Lines 12a & 12b.)</i>	0	0	0	0	0	0
a. Active Cases <i>(Line 5 minus the sum of Lines 10 & 11.)</i>	0	0	0	0	0	0
b. Inactive Cases <i>(Line 1b minus Line 3, plus Line 11.)</i>	0	0	0	0	0	0

Entering a Report: Hints

A report that is out of balance will be flagged in red on both the court's main page and the section that is out of balance.

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

Build Version 1.1.4240.16937 Last Login: 8/12/2011 11:14:09 PM Logout Help

Cameron County
Municipal Court:
Primeria
22893 Stuart Place Rd
Primeria, Texas
75552

September 2011
October 2011

Criminal Juvenile

Build Version 1.1.4240.16937 Last Login: 8/12/2011 11:14:09 PM Logout Help

Municipal Court: Primeria
Judge: Arturo Sales
Clerk:

20110906A Cameron County Primeria 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 <i>(State that cases pending end of previous month.)</i>	0	0	0	0	0	0
DOCKET ADJUSTMENTS	0	0	0	0	0	0
1. CASES PENDING FIRST OF MONTH <i>(Initials)</i>	0	0	0	0	0	0
a. Active Cases	0	0	0	0	0	0
b. Inactive Cases	0	0	0	0	0	0
2. NEW CASES FILED <i>(Include all new cases filed, including those that may also have been disposed this month.)</i>	0	0	0	0	0	0
3. CASES REACTIVATED	0	0	0	0	0	0
4. ALL OTHER CASES ADDED	0	0	0	0	0	0

Entering a Report: Hints

When a report is out of balance look for the numbers or messages in red on the lines that are not adding correctly

10. TOTAL CASES DISPOSED <i>(Sum of Lines 6, 7, 8 & 9)</i>	11	11	11	11	11	11
11. CASES PLACED ON INACTIVE STATUS	0	0	0	0	0	0
12. CASES PENDING END OF MONTH <i>(Sum of Lines 12a & 12b)</i>	-1	-1	-1	-1	-1	-1
	Invalid	Invalid	Invalid	Invalid	Invalid	Invalid
a. Active Cases <i>(Line 5 minus the sum of Lines 10 & 11)</i>	-1	-1	-1	-1	-1	-1
	Invalid	Invalid	Invalid	Invalid	Invalid	Invalid
b. Inactive Cases <i>(Line 10 minus Line 3, plus Line 11)</i>	0	0	0	0	0	0

Reminders

- ❑ A report must be submitted for EACH month, even if court had no activity

- ❑ Keep copies of any reports run from your system for a minimum of 2 years

--	--

Reminders

- If you are having an issue preventing you from reporting send an email to reporting.section@txcourts.gov

- Include a brief explanation of any issue(s) and a date you expect to have the issue(s) resolved.

--	--

Reminders

- Document

DOCUMENT

DOCUMENT

Use the Notes Section at the bottom of each page to account for unusual or inconsistent reporting figures.

Reminders

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

Reminders

Example of negative pending numbers to look for which will require a correction in the previous month

Out of Balance - Negative Numbers Found						
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 <i>(Equals total cases pending end of previous month.)</i>	-34 Invalid	0	0	0	12	0
DOCKET ADJUSTMENTS	68	0	0	0	0	0
1. CASES PENDING FIRST OF MONTH (Adjusted)	34	0	0	0	12	0
a. Active Cases	0	0	0	0	12	0

--	--

Reminders

- Accuracy of the report should be verified
 - don't assume your software gets it right!

- Remember that it is the court's responsibility to assure the validity of the report that has been submitted

--	--

Reminders

- Review the report for noticeable errors or areas of concern:
 - No uncontested dispositions with majority of dispositions reported as trials by judge;
 - No compliance dismissals;
 - No or unusually high or low revenue for the court

Reminders

- The court's main page will alert you if a section is out of balance each time you login

- Remember **RED** is bad and reminds you that one or more line items in a report **must be** corrected

Reminders

Court's Main Page displaying Out of Balance

September 2011	Criminal	Civil	Juvenile	Additional
October 2011	Criminal	Civil	Juvenile	Additional
November 2011	Criminal	Civil	Juvenile	Additional
December 2011	Criminal	Civil	Juvenile	Additional
January 2012	Criminal	Civil	Juvenile	Additional
February 2012	Criminal	Civil	Juvenile	Additional
March 2012	Criminal	Civil	Juvenile	Additional
April 2012	Criminal	Civil	Juvenile	Additional

Add New
Monthly Report

Monthly Report
Search and Edit -
New Data

View Electronic
Submission

Run Report -
New Data

Run Report - Old
Data

[Change Password](#)

email changes to [Directory Updates](#).

--	--

Reminders

- Make corrections to reports that are out of balance when they occur rather than waiting until you have several months with errors.
- Make corrections sequentially (earliest month first)
- Don't turn a blind eye!!!



--	--

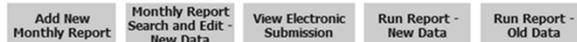
Generating Reports

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



To run reports for the period 9/1/1992 thru 8/31/2011, click on Run Report – Old Data

To run reports for the period 9/1/2011 and later, click on Run Report – New Data

Generating Activity Reports

There are 5 reports available:

1. **Monthly Activity Detail Report:** is a summary report of all activity reported. It may be run the report for an individual city or for statewide totals.

Monthly Activity Detail Report

Municipal Courts
Activity Detail
September 1, 2011 to August 31, 2012
8.8 Percent Reporting Rate
979 Reports Received Out of a Possible 11,124

	CRIMINAL CASES						
	Traffic Misdemeanors			Non-Traffic Misdemeanors			
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance	Total
Cases Pending 9/1/2011:							
<i>Active Cases</i>	3,362,816	260,003	22,971	390,296	595,992	359,411	4,991,489
<i>Inactive Cases</i>	2,886,017	60,883	8,941	775,827	318,856	182,056	4,232,580
Docket Adjustments	506,255	10,397	9,927	156,196	117,607	62,115	862,497
Cases Added:							
New Cases Filed	1,265,059	39,038	7,491	131,168	98,315	74,230	1,615,301
Cases Reactivated	166,178	3,945	686	50,839	21,810	54,732	298,190
All Other Cases Added	12,702	56	25	797	838	391	14,809
Total Cases on Docket	16,206,814	929,687	113,804	1,792,848	2,823,325	1,814,679	23,681,157
Dispositions:							
Dispositions Prior to Court Appearance or Trial:							
Uncontested Dispositions	355,345	15,282	2,637	39,140	35,266	15,766	463,436

Generating Activity Reports

2. **Activity by City:** shows the filing, disposition, active, inactive and reactivated information for each city for the time period selected. It may be run report by population or alphabetically by city.

Activity by City Summary

Municipal Courts
Activity by City Summary
September 1, 2011 to August 31, 2012
(Cities Listed in Alphabetical Order)

Page 1

City	2010 Population	CIVIL/ADMINISTRATIVE CASES					CRIMINAL CASES						
		Active Pending 9/1/11	Reacti- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/12	Active Pending 9/1/11	Reacti- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/12
Abernathy	2,805	0	0	0	0	0	0	95	1	72	59	13	0
Abilene	117,063	1,048	0	375	340	0	0	11,186	934	8,839	8,477	2,008	0
Addicks	13,056	0	0	36	23	0	0	16,506	470	1,947	1,247	13,650	0
Alamo	18,353	0	0	0	0	0	0	2,429	34	1,652	1,046	984	0
Alamo Heights	7,031	0	0	0	0	0	0	4,887	226	3,320	2,461	1,136	0
Alba	504	0	0	0	0	0	0	0	0	192	192	0	0
Albany	2,034	0	0	0	0	0	0	256	0	159	151	0	0
Aledo	2,716	0	0	0	0	0	0	140	0	78	53	0	0
Alice	19,104	0	0	0	0	0	0	8,859	346	1,819	2,380	536	0
Allen	84,246												
Alpine	5,905												
Alto	1,225												
Altoa	12,341	0	0	0	0	0	0	6,845	5	2,382	1,728	0	0
Alvarado	3,785	0	0	0	0	0	0	10,249	0	2,350	1,891	574	0
Alvina	24,236	0	0	1	1	0	0	394	276	1,506	1,504	277	0
Alvord	1,334	0	0	0	0	0	0	22	0	1	2	0	0
Amarello	190,695	827	0	327	251	0	0	25,080	540	20,778	21,336	4,475	0
Ambert	721												
Anahuac	1,988	0	0	0	0	0	0	0	0	1	1	0	0
Andrews	11,088	0	0	0	0	0	0	189	21	814	700	60	0
Angleton	18,862	0	0	0	0	0	0	2,490	494	3,805	3,813	797	0
Anna	8,249	0	0	0	0	0	0	994	12	210	240	95	0
Anson	2,430												
Anthony	5,011												
Anson	1,126	0	0	0	0	0	0	0	0	0	0	0	0

Activity by City Summary

Municipal Courts
Activity by City Summary
September 1, 2011 to August 31, 2012
(Cities Listed in Alphabetical Order)

Page 2

City	2010 Population	TOTAL CASES					Active Pending 8/31/12
		Active Pending 9/1/11	Reactive vated	Added	Disposed	Placed on Inactive Status	
Abernathy	2,805	95	1	72	59	13	0
Abilene	117,063	12,234	934	9,214	8,817	2,008	0
Addison	13,056	16,506	470	1,983	1,870	13,650	0
Alamo	18,353	2,429	34	1,652	1,046	984	0
Alamo Heights	7,031	4,887	226	3,320	2,461	1,136	0
Alba	504	0	0	192	192	0	0
Albany	2,034	256	0	159	151	0	0
Aledo	2,716	140	0	78	53	0	0
Alice	19,104	8,859	346	1,819	2,380	536	0
Allen	84,246	0	0	0	0	0	0
Alpine	5,905	0	0	0	0	0	0
Alto	1,225	0	0	0	0	0	0
Alton	12,341	6,845	5	2,382	1,728	0	0
Alvarado	3,785	10,249	0	2,350	1,891	574	0
Alvin	24,236	394	276	1,507	1,505	277	0
Alvord	1,334	22	0	1	2	0	0
Amesville	100,605	75,007	640	71,105	71,697	4,475	0

Generating Activity Reports

3. **Additional Activity by City:** is a summary report of the additional activity reported by city. Each line item of this section of the form is displayed for each city over 3 pages. Is run alphabetically by city.

Additional Activity by City

Municipal Courts
Summary of Additional Activity by City
September 1, 2011 to August 31, 2012

City	2010 Population	MAGISTRATE WARNINGS						WARRANTS ISSUED					
		Number of Warnings Given			Number of Requests for Counsel			Arrest Warrants			Capias: Pro Fine	Search Warrants	Fire, Health and Code Inspection Warrants
		Class C Misdemeanors	Class A or B Misdemeanors	Felony	Class A or B Misdemeanors	Felony		Class C Misdemeanors	Class A or B Misdemeanors	Felony			
Abernathy	2,805	0	0	0	0	0	11	0	0	23	0	0	
Abilene	117,063	0	432	133	0	0	1,756	0	0	31	0	0	
Addicks	13,056	0	58	29	24	10	618	106	36	294	3	0	
Alamo	18,353	0	159	43	135	49	770	99	27	361	0	0	
Alamo Heights	7,031	0	0	0	0	0	919	0	0	329	0	0	
Alba	504	0	0	0	0	0	0	0	0	0	0	0	
Albany	2,034	3	1	1	1	1	0	0	0	0	0	0	
Aledo	2,716	0	0	0	0	0	0	0	0	0	0	0	
Alice	19,104	32	43	16	0	0	597	6	1	0	3	0	
Allen	84,246												
Alpine	5,905												
Alto	1,225												
Alton	12,341	0	0	0	0	0	0	0	0	1	0	0	
Alvarado	3,785	0	0	0	0	0	686	0	0	141	0	0	
Alvin	24,236	13	256	83	0	0	286	0	0	234	0	1	
Alvord	1,334	0	0	0	0	0	0	0	0	0	0	0	
Amarillo	190,695	0	0	0	0	0	6,248	0	0	1,583	0	0	
Ambert	721	0	0	0	0	0	0	0	0	0	0	0	
Ambac	1,988	0	0	0	0	0	0	0	0	0	0	0	
Andrews	11,088	0	0	0	0	0	59	0	0	34	0	0	
Angleton	18,882	153	0	0	0	0	652	0	0	585	0	0	
Anna	8,249	0	0	0	0	0	63	0	0	32	0	0	

Generating Activity Reports

4. **Municipal Court Cases Appealed by City:** is a summary report of criminal and civil appeals reported. Is run alphabetically by city.

Cases Appealed by City

Municipal Courts
 Summary of Cases Appealed by City
 September 1, 2011 to August 31, 2012

City	2010 Population	CRIMINAL CASES												CIVIL ADMINISTRATIVE CASES		
		Traffic Misdemeanors						Non-Traffic Misdemeanors						After Trial	Without Trial	
		Non-Parking		Parking		City Ordinance		Femal Code		Other State Law		City Ordinance				
After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial			
Abernathy	2,805	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Abilene	117,069	14	71	0	0	0	0	3	3	0	4	0	0	13	0	0
Addicks	13,056	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alamo	18,353	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alamo Heights	7,031	2	34	0	0	0	0	4	4	5	0	0	0	2	0	0
Alfa	504	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Albany	2,034	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Albino	2,716	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alice	16,104	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Allen	84,246															
Alpine	5,905															
Alto	1,225															
Alton	12,341	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alvarado	3,785	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alvin	24,236	0	2	0	0	0	1	6	0	0	0	0	0	0	0	0
Alvord	1,334	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amantillo	190,695	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amherst	721															
Aashnac	1,988	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Andrews	11,088	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Generating Activity Reports

5. **Juvenile/Minor Activity by City:** Each line item of this section of the form is displayed for each city over 2 pages. It may be run report by population or alphabetically by city.

Juvenile or Minor Activity by City

Municipal Courts
 Summary of Juvenile or Minor Activity by City
 September 1, 2011 to August 31, 2012
 (Cities Listed in Alphabetical Order)

City	2010 Population	CASES FILED										
		Transportation Code	Non-Driving Alcoholic Beverage Code	Driving Under Influence of Alcohol	Drug Paraphernalia	Tobacco	Failure to Attend School	Education Code Cases	Violation of Local Daytime Curfew	All Other Non-Traffic Fine-Only	Parent Contributing to Nonattendance	
Abernathy	2,805	5	5	0	0	0	0	0	0	0	2	0
Abita	117,063	361	276	11	0	181	61	125	0	696	6	6
Addicks	13,056	4	2	0	2	0	0	0	0	1	0	0
Alamo	18,353	48	8	0	0	0	74	10	0	65	6	6
Alamo Heights	7,031	28	9	0	0	6	0	0	0	1	0	0
Alba	504	0	0	0	0	0	0	0	0	0	0	0
Albany	2,034	0	0	0	0	0	0	0	0	0	0	0
Aledo	2,716	13	8	0	1	9	0	0	0	5	0	0
Alice	19,104	41	13	0	3	2	0	2	33	56	0	0
Allen	84,246											
Alpine	5,905											
Alto	1,225											
Alton	12,341	19	17	0	6	0	0	0	0	4	0	0
Alvord	3,785	30	5	0	0	3	0	0	0	4	0	0
Alvin	24,236	35	47	1	10	3	0	0	7	7	0	0
Alvord	1,334	0	0	0	0	0	0	0	0	0	0	0
Amarillo	190,695	296	163	13	64	39	0	44	46	257	0	0
Amherst	721											
Amburac	1,588	0	0	0	0	0	0	0	0	0	0	0
Ashtown	11,088	31	29	6	0	13	22	0	0	32	0	0
Angleton	18,862	36	12	0	0	0	0	3	0	31	0	0

Navigating the Texas Judicial System Directory

Directory- Court Search

<http://www.courts.state.tx.us/pubs/JudDir.asp>



Directory- Court Search

<http://card.txcourts.gov/DirectorySearch.aspx>

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

Directory Search

[Help](#)

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

2011 TEXAS JUDICIAL SYSTEM DIRECTORY - "Published" Version (Information as of March 2011)

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

Search Type:	<input type="text" value="Court"/>		
Court Type:	<input type="text" value="All Court Types"/>	Court of Appeals District:	<input type="text" value="All Districts"/>
County:	<input type="text" value="All Counties"/>	Administrative Judicial Region:	<input type="text" value="All Regions"/>
Court:	<input type="text"/>	<input checked="" type="checkbox"/> District Primary Location Only	
Address City:	<input type="text" value="All Cities"/>		
Sort By:	<input type="text" value="County"/>		

To update directory information, please email changes to [Directory Updates](#).

--	--

Questions

Sandra Mabbett, Judicial Information Analyst

sandra.mabbett@txcourts.gov

(512)463-1640 phone

(512) 936-2423 fax

Katherine Martinez, Judicial Information Specialist

katherine.martinez@txcourts.gov

(512)463-3789

Angela Garcia, Judicial Information Manager

angela.garcia@txcourts.gov

(512) 936-1358 phone