

OFFICE OF COURT ADMINISTRATION
TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

For Month _____ Year _____

Municipal Court For The City Of _____

*Please check below
if line has changed:*

_____ Presiding Judge _____

If New, Date Assumed Office _____

_____ Court Clerk _____

_____ Mailing Address Of Court _____

_____ City _____, Texas _____
Zip

_____ Fax Number _____

_____ Court's Public E-mail _____

_____ Court Web Site _____

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

Prepared By _____

_____ Date _____ A.C. / _____ Phone

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, TEXAS 78711-2066
512/463-1625
FAX: 512/936-2423

OFFICIAL MUNICIPAL COURT MONTHLY REPORT

MUNICIPAL COURT OF _____ FOR MONTH _____ YEAR _____	TRAFFIC		NON-TRAFFIC MISDEMEANORS	
	NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. New Cases Filed During the Month				
2. Dispositions Prior to Trial:				
A. Bond Forfeitures				
B. Fined <i>(Before trial only. If the defendant goes to trial, enter in Item 3.)</i>				
C. Cases Dismissed <i>(Do not include dismissals that are to be reported in Items 3C and 4 below.)</i>				
3. Dispositions at Trial:				
A. Trial by Judge				
(1) Finding of Guilty				
(2) Finding of Not Guilty				
B. Trial by Jury				
(1) Finding of Guilty				
(2) Finding of Not Guilty				
C. Dismissed at Trial				
4. Cases Dismissed:				
A. After Driver Safety Course <i>(C.C.P., Art. 45.0511)</i>				
B. After Deferred Disposition <i>(C.C.P., Art. 45.051)</i>				
C. After Proof of Financial Responsibility <i>(Transportation Code, Sec. 601.193)</i>				
D. Compliance Dismissal <i>(Proof of Inspection, License, or Registration)</i>				
5. Community Service Ordered <i>(For satisfaction of fine or costs only.)</i>				
6. Cases Appealed				
7. Juvenile / Minor Activity:				
A. Transportation Code Cases Filed				
B. Non-Driving Alcoholic Beverage Code Cases Filed				
C. Driving Under the Influence of Alcohol Cases Filed				
D. Health & Safety Code (Tobacco) Cases Filed				
E. Failure to Attend School Cases Filed <i>(Education Code, Sec. 25.094)</i>				
F. Education Code (Except Failure to Attend) Cases Filed				
G. Violation of Local Daytime Curfew Ordinance Cases Filed <i>(Loc. Govt. Code, Sec. 341.905)</i>				
H. All Other Non-Traffic Fine-Only Cases Filed				
I. Waiver of Jurisdiction of Non-Traffic Cases <i>(Family Code, Sec. 51.08(b))</i>				
J. Referred to Juvenile Court for Delinquent Conduct <i>(C.C.P., Art. 45.050 (c)(1))</i>				
K. Held in Contempt, Fined, or Denied Driving Privileges <i>(C.C.P., Art. 45.050 (c)(2))</i>				
Magistrate Warnings Given (Juvenile):				
L. Warnings Administered				
M. Statements Certified				
			8. Parent Contributing to Nonattendance Cases Filed <i>(Education Code, Sec. 25.093)</i>	
			9. Safety Responsibility and Driver's License Suspension Hearings Held	
			10. Search Warrants Issued <i>(Do not include warrants for arrest.)</i>	
			11. Arrest Warrants Issued:	
			A. Class C Misdemeanors Only	
			B. Felonies and Class A and B Misdemeanors Only	
			12. Magistrate Warnings Given: <i>(Given to defendants charged with county or district court offense.)</i>	
			A. Class A and B Misdemeanors Only	
			B. Felonies	
			13. Emergency Mental Health Hearings Held	
			14. Magistrate's Orders for Emergency Protection	
			15. Total Revenue	\$ _____
			<i>(Include all revenue collected during month to be remitted to city or state.)</i>	

OFFICE OF COURT ADMINISTRATION TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT INSTRUCTIONS

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OFFICE OF COURT ADMINISTRATION
P O BOX 12066
AUSTIN, TEXAS 78711-2066
512/463-1625
512/463-1648 fax

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.

Lines 1 through 14 of the report are used to report the **numbers** of specific types of court activity, **not dollar amounts**; only Line 15 is used to report **revenue** in **dollar amounts**.

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.)

COURT CASELOAD

The top portion of the monthly report form is designed to collect information concerning the overall volume of filings and dispositions in each municipal court (Lines 1 through 4). It also captures information on community service ordered and the number of appeals filed (Lines 5 and 6).

This section is divided into four case categories: non-parking traffic violations, parking violations, state law violations, and city ordinance violations.

TRAFFIC MISDEMEANORS

Cases relating to motor vehicle operation or ownership for which the maximum punishment does not involve confinement in jail or prison.

Non-Parking. Cases 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 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).

NON-TRAFFIC MISDEMEANORS

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

State Law. Cases involving laws enacted by the Texas Legislature that are set out in the Texas Penal Code or other Texas Statutes (e.g., disorderly conduct, public intoxication, theft of property valued at less than \$50). *NOTE: Include Violation of Promise to Appear and Failure 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 cases also reported in Lines 7A through K, as well as parent contributing to nonattendance cases reported in Line 8.
 - Since the report captures only criminal activity, civil matters over which the court has jurisdiction (such as dangerous dog cases and tow hearings) should not be included.
 - 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.
- § Report only 1 disposition per case.
- § Report dispositions when the judge signs the final judgment.

Line 1. NEW CASES FILED

Enter the number of cases **filed** during the month.

NOTES:

- Do **not** report cases that were filed in previous months. To report cases filed in previous months, you must file an amended report for the month in which these cases were filed.

Line 2. DISPOSITIONS PRIOR TO TRIAL

A. Bond Forfeitures

Enter the number of cases in which a final judgment was entered on the forfeiture of a bond to ensure appearance. See Article 45.044 or Article 22.02, Texas Code of Criminal Procedure.

Note: Under Article 22.02, a *judgment nisi* declaring a forfeiture of a bond is not a final judgment, as the case must be put on a *scire facias* or civil docket to allow the sureties to contest the bond forfeiture before a final judgment is entered. Also, under Ch. 22, Texas Code of Criminal Procedure, the underlying criminal case is not affected.

NOTE: When a bond forfeiture is entered on line 2A, do **not** count again as a fine paid on line 2B.

B. Fined

Enter the number of cases that were disposed by payment of fine **without going before the judge**. Include payments submitted by mail, by electronic means, or in person.

NOTE: If the defendant **appears in person before the judge** and pleads guilty or nolo contendere, report the disposition on **Line 3A**, even if no trial otherwise occurred. Only when the defendant or the defendant's attorney physically appears before the judge is a defendant considered to have made an appearance before the judge.

C. Cases Dismissed

Enter the number of cases that were dismissed pursuant to a motion by a prosecutor before trial. Cases dismissed at trial should be reported on Line 3C.

NOTE: **Do not** include dismissals after completion of a driving safety course, after deferred disposition, or after proof of financial responsibility; report these cases on **Line 4**.

Line 3. DISPOSITIONS AT TRIAL

A. Trial by Judge

Enter the number of cases disposed in which the defendant **appeared before a judge**. Include appearances before a judge where the defendant pleaded guilty or nolo contendere, as well as trials before a judge in which a **final judgment was rendered**. However, do **not** include appearances requesting continuances.

(1) **Finding of Guilty**

Enter the number of cases in which a **finding of guilty** was made. Include trials **and pleas of guilty or nolo contendere** before a judge.

(2) **Finding of Not Guilty**

Enter the number of cases in which a **finding of not guilty** was made.

B. Trial by Jury

Report the number of cases disposed in which the defendant had a **jury trial**.

(1) **Finding of Guilty**

Enter the number of cases in which a **finding of guilty** was made.

(2) **Finding of Not Guilty**

Enter the number of cases in which a **finding of not guilty** was made.

C. Cases Dismissed at Trial

Report all cases dismissed at or after trial that are **not** otherwise reported as dismissed on this form.

Line 4. CASES DISMISSED

Report only those cases disposed by one of the four types of dismissals below. Report all other dismissals on Line 2C or Line 3C.

A. After Driving Safety Course

Enter 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 Texas Code of Criminal Procedure, Article 45.0511.

***NOTE:** Do not report a case as dismissed until the course has been taken and the charge is dismissed.*

B. After Deferred Disposition

Enter 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 Texas Code of Criminal Procedure, Article 45.051.

***NOTE:** Do not report a case as dismissed until the probation is satisfied and the charge is dismissed.*

C. After Proof of Financial Responsibility

Enter the number of cases that were dismissed during the month covered by this report because the defendant produced evidence of financial responsibility as provided by Texas Transportation Code, Section 601.193.

D. Compliance Dismissal

Enter the number of cases that were dismissed involving a charge of driving with an **expired inspection certificate**, driving a vehicle with an **expired driver=s license**, or driving a vehicle with an **expired motor vehicle registration**.

Line 5. COMMUNITY SERVICE ORDERED

Enter the number of cases in which community service was ordered to **discharge a fine or costs** as provided by Texas Code of Criminal Procedure, Article 45.049. **Do not include cases in which community service is mandatory for the offense and ordered as part of the sentence** (e.g., alcohol and tobacco related offenses).

Line 6. CASES APPEALED

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

ADDITIONAL COURT ACTIVITY

The lower portion of the monthly report form is designed to collect information: 1) required by the Texas Legislature (Section 71.0352, Texas Government Code); 2) reflecting the activity of municipal judges acting in the capacity of a magistrate; or 3) identified by the Texas Judicial Council as additional information that is important to collect from municipal courts.

Line 7. JUVENILE / MINOR ACTIVITY

NOTE: Activity reported in Lines 7A through 7K should also be reported, where appropriate, in Lines 1 through 6.

A. Transportation Code Cases Filed

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

B. Non-Driving Alcoholic Beverage Code Cases Filed

Enter the number of cases filed in which a minor (under 21 years of age) was charged with an offense under the Texas 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; Sec. 106.07, Misrepresentation of Age by a Minor).

C. Driving Under the Influence of Alcohol Cases Filed

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

D. Health and Safety Code (Tobacco) Cases Filed

Enter the number of cases filed in which a minor (under 18 years of age) was charged with an offense under Texas Health and Safety Code, Section 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.

E. Failure to Attend School Cases Filed

Enter the number of cases filed for failure to attend school offenses under Section 25.094, Texas Education Code.

F. Education Code Cases Filed (Except Failure to Attend)

Enter the number of cases filed in which the child was charged with an offense provided in the Texas 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; Sec. 37.126, Disruption of Transportation.

G. Violation of Local Daytime Curfew Ordinance Cases Filed

Enter 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 Section 341.905 or Section 351.903, Texas Local Government Code.

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

H. All Other Non-Traffic, Fine-Only Cases Filed

Enter 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 7A through 7G).

I. Waiver of Jurisdiction of Non-Traffic Cases

Enter 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 Section 51.08(b), Texas Family Code.

J. Referrals to Juvenile Court for Failure to Obey Court Order

Enter the number of times 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 Article 45.050(c)(1), Texas Code of Criminal Procedure and Section 51.03(a)(2), Texas Family Code.

K. Child Held in Contempt, Fined, or Denied Driving Privileges

Enter the number of times 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 Article 45.050(c)(2), Texas Code of Criminal Procedure.

Magistrate Warnings Given to Juveniles

L. Warnings Administered

Enter the number of times the judge, as magistrate, gave juveniles charged with Juvenile Justice Code (Title 3, Texas 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 on Line M.

M. Statements Certified

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

Line 8. PARENT CONTRIBUTING TO NONATTENDANCE CASES FILED

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

Line 9. SAFETY RESPONSIBILITY AND DRIVER=S LICENSE SUSPENSION HEARINGS HELD

Enter the number of hearings held by the judge during the month to determine whether or not a person=s driver=s license should be suspended.

Line 10. SEARCH WARRANTS ISSUED

Enter 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 11. ARREST WARRANTS ISSUED

A. Class C Misdemeanors Only

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

B. Felonies and Class A and B Misdemeanors Only

Enter the number of arrest warrants issued by the court during the month in all cases involving a felony or a Class A or B misdemeanor.

NOTE: Enter search warrants on Line 10 of this report.

Line 12. MAGISTRATE WARNINGS GIVEN

Enter 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 Article 15.17, Texas Code of Criminal Procedure for the following offenses:

A. Class A and B Misdemeanors Only

B. Felonies

Line 13. EMERGENCY MENTAL HEALTH HEARINGS HELD

Enter the number of hearings for emergency mental commitments the judge held during the month as provided by Section 573.012, Texas Health and Safety Code.

Line 14. MAGISTRATE=S ORDERS FOR EMERGENCY PROTECTION

Enter the number of emergency protection orders issued by the judge, as a magistrate, under Article 17.292, Texas Code of Criminal Procedure.

Line 15. TOTAL REVENUE

Enter the total amount of money collected by the court during the month. Include fines, fees, court costs, fees for copies, and forfeited bonds. This amount reflects the money collected both for the city and the state.

Do not include amounts retained by a collections agency for service fees.¹

Omnibase fees should be included in the total revenue figure, as the Omnibase program is contract with the Department of Public Safety to provide information necessary for the department to deny renewal of drivers' licenses.²

Note: If revenue is shown on Line 15, then **Fined** (Line 2B) and/or **Findings of Guilty** (Line 3A or 3B) must be shown as dispositions under the appropriate case-type category. *The only exception is where amounts owed (i.e., fines, fees, and/or court costs) are paid in installments in the month(s) following disposition. In these cases, no subsequent disposition on Lines 2B, 3A, or 3B is indicated; however, the revenue is still reported on Line 15.*

¹ Fees authorized by Article 103.0031, Texas Code of Criminal Procedure.

² Authorized by Chapter 706, Texas Transportation Code.

APPENDIX
TEXAS PENAL CODE CLASS C MISDEMEANOR CRIMES

<u>Description</u>	<u>Penalty</u>	<u>Penal Code</u>
Abuse of Official Capacity	F1, F2, F3, SJF, A, B, C	39.02
Aiding Suicide	SJF, C	22.08
Assault	F3, A, B, C	22.01
Bail Jumping and Failure to Appear	F3, A, C	38.10
Credit Card Transaction Record Laundering	F1, F2, F3, SJF, A, B, C	32.35
Criminal Mischief	F1, F2, F3, SJF, A, B, C	28.03
Criminal Trespass	A, B, C	30.05
Deceptive Business Practices	A, C	32.42
Deceptive Preparation and Marketing of Academic Product	C	32.50
Disorderly Conduct	B, C	42.01
Dog Fighting	SJF, A, C	42.10
Failure to Identify	A, B, C	38.02
False Report Regarding Missing Child or Missing Person	C	37.081
False Statement to Obtain Property or Credit	F1, F2, F3, SJF, A, B, C	32.32
Gambling	C	47.02
Hindering Secured Creditors	F1, F2, F3, SJF, A, B, C	32.33
Illegal Divulgence of Public Communications	SJF, A, C	16.05
Illegal Recruitment of an Athlete	F1, F2, F3, SJF, A, B, C	32.441
Insurance Fraud	F1, F2, F3, SJF, A, B, C	35.02
Interference with Police Service Animals	F3, SJF, A, B, C	38.151
Interference with Railroad Property	F1, F2, F3, SJF, A, B, C	28.07
Issuance of Bad Check	B, C	32.41
Leaving a Child in a Vehicle	C	22.10
Making a Firearm Accessible to a Child	A, C	46.13
Misapplication of Fiduciary Property or Property of Financial Institution	F1, F2, F3, SJF, A, B, C	32.45
Misuse of Official Information	F3, C	39.06
Obscene Display or Distribution	C	43.22

Possession of Alcoholic Beverage in Motor Vehicle	C	49.031
Preventing Execution or Civil Process	C	38.16
Public Intoxication	C	49.02
Reckless Damage or Destruction	C	28.04
Securing Execution of Document by Deception	F1, F2, F3, SJF, A, B, C	32.46
Smoking Tobacco in Unauthorized Place	C	48.01
Theft	F1, F2, F3, SJF, A, B, C	31.03
Theft of or Tampering with Multichannel Video or Information Services	A, B, C	31.12
Theft of Service	F1, F2, F3, SJF, A, B, C	31.04
Trademark Counterfeiting	F1, F2, F3, SJF, A, B, C	32.23
Use of Laser Pointers	C	42.13

OCA Online Reporting

Entering or Editing Monthly Reports

Direct link: <http://dm.courts.state.tx.us>. Enter user name and password.

To access online monthly reporting via Texas Judiciary Online:

- Go to <http://www.courts.state.tx.us/pubs/pubs-home.asp>.
- Move cursor to **Texas Trial Courts** in column at left of page.
- Select Municipal Courts.
- Select **Enter Monthly Reports Online** link.
- Enter user name and password.

Monthly reports are due no later than 20 days following the end of the month reported.

Instructions for completing the Municipal Court Monthly Report are available at:
<http://www.courts.state.tx.us/pubs/pubs-home.asp>.

Entering Reports

- To enter a report, select Add New Monthly Report. Select the appropriate Month and Year.
- If there is no activity to report for the month, check the **No Activity** box. This will fill the report with zeros once Submit is pressed.
- After entering a report, press Submit. *Note whether the report was submitted successfully.*

Editing Reports

- You may update or correct reports for the current fiscal year.
- To edit a report, select Monthly Report Search and Modify. Select the month and year, or a date range in which to search. A list of the reports in the database will appear. Select the desired report.
- After editing the report, press Submit. *Note whether the report was submitted successfully.*

Electronic File Transfer

Direct link: <http://dm.courts.state.tx.us>. Enter user name and password.

To access online monthly reporting via Texas Judiciary Online:

- Go to <http://www.courts.state.tx.us/pubs/pubs-home.asp>.
- Move cursor to **Texas Trial Courts** in column at left of page.
- Select Municipal Courts.
- Select **Enter Monthly Reports Online** link.
- Enter user name and password.

The **Electronic File Submission** page allows you to submit reports without manually entering them into the system if your case management system produces a file (XML) for this purpose. If you are not sure whether your case management system provides this feature, check with the case management vendor or information technology staff to determine whether such a file can be produced.

Instructions for creating the necessary XML file are posted at: <http://www.courts.state.tx.us/oca/cms-interface-instructions.asp>.

Note: A sample file must be tested and approved by OCA before you may use this method of submission. Once they have completed the programming for this file, please have your vendor or information technology staff call the Help Desk to arrange for testing of this file.

Entering Reports

- To enter a report, select View Electronic File Status.
- Push the Browse button to search for the file. Select the appropriate data file. Press Submit.
- You will be directed back to the File Submission Status page. Note whether the report was submitted successfully. Contact the Help Desk if you experience problems submitting the report.

Editing Reports

You may update or correct reports for the current fiscal year by logging in to the database.

- Select Monthly Report Search and Modify. Select the month and year, or a date range in which to search. A list of the reports in the database will appear. Select the desired report.

- After editing the report, press Submit. *Note whether the report was submitted successfully.*

Generating Reports from OCA's Court Activity Database

Direct link: <http://dm.courts.state.tx.us/OCA/ReportSelection.aspx>.

To access public court activity reports via Texas Judiciary Online:

- Go to <http://www.courts.state.tx.us/pubs/pubs-home.asp>.
- Move cursor to **Texas Trial Courts** in column at left of page.
- Select Municipal Courts.
- Select **Enter Monthly Reports Online** link.
- Select **Public Reports** link.

Reports may be run for an individual city or county or for statewide totals for any time period from September 1992 through the present.¹

To run a report:

- Select report type (i.e., municipal). Press **Continue**.
- Select date range.
- Select a city or county, or statewide totals (All).
- Select desired form of output.
- Press **Run Report**.

Note: The reports were created to look best in Acrobat and MS Word.

¹ In a number of counties, due to historical year-end data reconciliation procedures, reports run for a date range other than a full state fiscal year (**September of one year to August of the following year**) may not contain complete information on the number of cases added, disposed, and pending. Specifically, if the number of cases added or disposed at the end of the fiscal year was not accurately reflected by the data of the previous twelve months, the historical monthly data was edited or deleted in order to allow the most recent and accurate year-end totals to be included for reporting purposes. Therefore, the year-end totals for all cities or counties are an up-to-date and accurate reflection of a county's workload for an entire fiscal year, but may be an inaccurate reflection of a city's county's workload for a time-period other than a complete state fiscal year.

Online Texas Judicial System Directory

Direct link: <http://dm.courts.state.tx.us/OCA/DirectorySearch.aspx>.

To access online monthly reporting via Texas Judiciary Online:

- Go to <http://www.courts.state.tx.us/pubs/pubs-home.asp>.
- Click on Texas Judicial System Directory link.

Using the directory search, you may obtain addresses and phone numbers for courts or for various types of judicial personnel.

Search criteria include court type, county, court name, title, and first and last name.

You may save the search results to your computer by clicking on the Export to Excel link.

Questions?

User name and password set up, technical problems with system:

OCA Help Desk, (512) 463-1642

Municipal Court Monthly Reports: Sandra Mabbett, (512) 463-1640,

sandra.mabbett@courts.state.tx.us

Instructions for completing the Municipal Court Monthly Report are available at:

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

Other general reporting questions or concerns: Angela Garcia, (512) 936-1358,

angela.garcia@courts.state.tx.us

Common Issues and Problems with the Municipal Court Monthly Reports

Timeliness

- **Submit your reports in a timely manner.** Sections 171.1 and 171.2 of the Texas Administrative Code require submission of court activity reports each month to the Texas Judicial Council (OCA) by **no later than 20 days following the end of the month reported.** However, please submit reports even if they are late.
- **Make copies of the form if needed.** There is no need to wait for more to be mailed.

Labeling problems

- Make sure your **court's name** is on your form or computer generated report.
- **Ensure that you complete the front of the form in its entirety**, placing a check mark next to any line where you are making a change on the front of the form. With the exception of the Court Clerk's name, this information is compiled for the Texas Judicial System Directory.
- Fill out the **"Prepared By" section and other contact information** on the front of the paper form. This is helpful to our data entry personnel when questions arise.
- Label the report with the **month/year for which the data is being reported**, not the month in which the report is being prepared.

Incomplete or extraneous information

- Make sure that you are using the **latest version** of OCA's form (**July 2003**).
- **Make sure that your computer generated report(s) match the OCA form EXACTLY.** For instance, the case categories (i.e., traffic non-parking) should appear in the same order that they appear on the OCA monthly report form, and no categories should be added or omitted.
- **Do not create or modify categories on the form or enter data in shaded areas of the form.** As all data goes into one standardized database, any variations made to the form will not be captured. If there is something you wish to be included for a particular month (i.e., an unusual number of cases dismissed), we now have a NOTES field in which we can include such items. Just attach a note to your report.
- **Fill out all sections of the form relevant to your court(s), even if you had no activity for the month.**

- If your court does not have jurisdiction for a certain type of case (i.e., parking cases), leave that section blank.
- If your court does have jurisdiction but had **no activity** for the month, you must indicate this on the form.

Common errors in court activity information:

- Make sure that the completed form is **legible**.
- **Do not use case numbers, negative numbers (if correction needed for a previous month, submit a correction version of that month's report), or Roman numerals.**
- **Do not submit multiple reports for different courts or court activity for the same month.** The database accommodates only one court per city, so data must be manually added together if you are using two different data gathering systems or have more than one type of court. Submitting more than one report can be confusing and increases the possibility of errors. Some examples are:
 - court has different branches or locations;
 - judges handle only one type of or different types of cases; or
 - excess motor carrier violations, or any other specific violations, reported separately from other court data.

All this information should be included in one report.

- **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.
- **Do not submit a report for a range of months.** Reports must be submitted for **each month**.
- **Do not enter number of hours of community service ordered.** The number of cases in which community service was ordered is to be reported, not the number of hours ordered.
- **Don't report Community Service ordered for reasons other than satisfaction of a fine.** Only cases in which community service was ordered to discharge a fine or costs as provided by the Texas Code of Criminal Procedure, Article 45.049 are to be reported. Do not include cases in which community service is mandatory for the offense and ordered as part of the sentence (e.g., alcohol and tobacco-related offenses).
- **Don't report case events in the Dispositions section.** Only cases in which the court has taken **final action** are to be reported.

- **A case involving a driving safety course or deferred disposition should not be reported as dismissed until the course has been taken, or the probation has been satisfied, and the charge is dismissed.**
- **Dollar figures should not be reported in anything other than the Total Revenue line.**
- **Do not include fees paid to a private vendor/collections agency for collection of fines, fees and court costs in the Total Revenue line.** Omnibase fees should be included in the revenue figure, as Omnibase is a program to deny renewal of driver's licenses, not a collections contract.

Other notes:

- **If the activity reported for the month is significantly different than usual, please provide an explanation so we can make a note in our database in the event that questions arise.** We most commonly see significant changes in the number of dismissals due to efforts to remove old, inactive cases from the court's docket.
- **Keep a copy of each report submitted for the current and previous fiscal years in case questions arise.**
- **In addition, keep a copy of the any report or paperwork you used to complete your online report, in case any questions arise.** There is no need to send us a copy of the report once you have submitted it online.
- **Make corrections at any time.** You may make corrections online to data for the current fiscal year. Corrections to prior fiscal years must be sent to us for data entry.
- Do not send OCA your traffic tickets or documents that should be sent to the **Department of Public Safety, the Comptroller's Office, etc.**
- Give us a call if you need assistance.

Common Issues and Problems with the Municipal Court Monthly Reports for Courts Reporting Online

Timeliness

§ **Submit your reports in a timely manner.** Sections 171.1 and 171.2 of the Texas Administrative Code require submission of court activity reports each month to the Texas Judicial Council (OCA) by **no later than 20 days following the end of the month reported.** However, please submit reports even if they are late.

Incomplete or extraneous information

§ **Ensure you put your name in the “Prepared By” section** at the bottom of each page of the report.

§ **Complete all sections of the report for which your court has jurisdiction and where you have activity to report.**

- You **do not need to enter zeroes**, as the system will do this automatically.
- **If your court had no activity for the month, you must still submit a report.** However, you do not need to enter zeroes in the entire report; simply check the “No Activity” box, enter your name in the “Prepared By” section, and select “Submit.”

Common errors in court activity information:

§ **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.

§ **Do not submit a report for a range of months.** Reports must be submitted for **each month.**

§ **Do not enter number of hours of community service ordered.** The number of cases in which community service was ordered is to be reported, not the number of hours ordered.

§ **Don’t report Community Service ordered for reasons other than satisfaction of a fine.** Only cases in which community service was ordered to discharge a fine or costs as provided by the Texas Code of Criminal Procedure, Article 45.049 are to be reported. Do not include cases in which community service is mandatory for the offense and ordered as part of the sentence (e.g., alcohol and tobacco-related offenses).

- § **Don't report case events in the Dispositions section.** Only cases in which the court has taken **final action** are to be reported.
- § **A case involving a driving safety course or deferred disposition should not be reported as dismissed until the course has been taken, or the probation has been satisfied, and the charge is dismissed.**
- § **Dollar figures should not be reported in anything other than the Total Revenue line.**
- § **Do not include fees paid to a private vendor/collections agency for collection of fines, fees and court costs in the Total Revenue line.** Omnibase fees should be included in the revenue figure, as Omnibase is a program to deny renewal of driver's licenses, not a collections contract.

Other notes:

- § **Make sure you have changed your initial, temporary password** (new password must be 7 or more characters using both letters and numbers, i.e., texas456).
- § **Click on the "Submit" button after completing the report.** You may verify that your report has been saved by going to the "Municipal Court Main" page. Also, if you are in the middle of a report and have to leave your computer, submit the report anyway; otherwise, you will lose your data.
- § **Make corrections at any time.** You may make corrections online to data for the current fiscal year. Corrections to prior fiscal years must be sent to us for data entry.
- § **If the activity reported for the month is significantly different than usual, please provide an explanation in the Notes field in the event that questions arise.** We most commonly see significant changes in the number of dismissals due to efforts to remove old, inactive cases from the court's docket or no new cases filed because no officer was on duty that month.
- § **Do not use the "Notes" section to document changes to court personnel, address, etc.** These should be reported to OCA by correspondence, email or a telephone call.
- § **Keep a copy of each report submitted for the current and previous fiscal years in case questions arise.**
- § **In addition, keep a copy of the any report or paperwork you used to complete your online report, in case any questions arise.** There is no need to send us a copy of the report once you have submitted it online.
- § **Do not send OCA your traffic tickets or documents that should be sent to the Department of Public Safety, the Comptroller's Office, etc.**
- § **Give us a call if you need assistance.**

**OFFICE OF COURT ADMINISTRATION
TEXAS JUDICIAL COUNCIL**



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

CIVIL/ADMINISTRATIVE SECTION

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

JUVENILE/MINOR ACTIVITY

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

ADDITIONAL ACTIVITY

Court		
Month	Year	NUMBER GIVEN
		NUMBER REQUESTS FOR COUNSEL
1. Magistrate Warnings:		
a. Class C Misdemeanors		
b. Class A and B Misdemeanors		
c. Felonies		
		TOTAL
2. Arrest Warrants Issued:		
a. Class C Misdemeanors		
b. Class A and B Misdemeanors		
c. Felonies		
3. Capiases Pro Fine Issued		
4. Search Warrants Issued		
5. Warrants for Fire, Health and Code Inspections Filed <i>(CCP, Art. 18.05)</i>		
6. Examining Trials Conducted		
7. Emergency Mental Health Hearings Held		
8. Magistrate's Orders for Emergency Protection Issued		
9. Magistrate's Orders for Ignition Interlock Device Issued <i>(CCP, Art. 17.441)</i>		
10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond		
11. Driver's License Denial, Revocation or Suspension Hearings Held <i>(TC, Sec. 521.300)</i>		
12. Disposition of Stolen Property Hearings Held <i>(CCP, Ch. 47)</i>		
13. Peace Bond Hearings Held		
14. Cases in Which Fine and Court Costs Satisfied by Community Service:		
a. Partial Satisfaction		
b. Full Satisfaction		
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit		
16. Cases in Which Fine and Court Costs Waived for Indigency		
17. Amount of Fines and Court Costs Waived for Indigency		
18. Fines, Court Costs and Other Amounts Collected:		
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
P O BOX 12066
AUSTIN, TEXAS 78711-2066
512/463-1625
512/936-2423 fax

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 10—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 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. TOTAL CASES DISPOSED

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

Line 10. 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 11. CASES PENDING END OF MONTH (*Sum of Lines 11a and 11b.*)

Line 11a. 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 9 & 10 = Line 11a

Line 11b. 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 10 = Line 11b

Line 12. 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 13. 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 13—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 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. 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 and 11.

Line 13. 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 14. CASES PENDING END OF MONTH (*Sum of Lines 14a and 14b.*)

Line 14a. 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 12 & 13 = Line 14a

Line 14b. 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 13 = Line 14b

Line 15. 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-81.)

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.

- A. Class C Misdemeanors**
- 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 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 total amount of money **collected** by the court during the month.

A. Retained by City

B. Remitted to State

C. Total

Include:

- fines, fees, court costs
- Omnibase fees¹
- forfeited bonds
- fees for copies, etc.

Do not include:

- amounts retained by a private collections agency for service fees²
- amounts assessed
- jail credit
- community service credit.

¹ 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.

² Fees authorized by Code of Criminal Procedure, Art. 103.0031.