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)

New Reporting Forms & Instructions

> Effective Date September 1, 2011

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

Resources

□ Required Reporting web page http://www.courts.state.tx.us/oca/required.asp

- Forms
- Instructions
- Frequently Asked Questions
- XML Specifications and XML Tester
- Red lined versions of forms to show changes
- Spreadsheet with DPS codes classified by OCA case category



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

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

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

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

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

Report of Change in Mayor, Municipal Judge, or Municipal Court Clerktop...

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Report Form: PDF | Word



Changes to Reports

□ What has changed and what hasn't

- □ Determining what makes a case:
 - Pending
 - □ Active
 - □ Inactive
 - □ Reactivated

Refer to handout





Monthly Court Activity Report

Report must be submitted online, unless you have a waiver from OCA. Contact OCA's **Service Desk:**

(512) 463-1642

Or

service.desk@txcourts.gov
to obtain a User ID and password or for password resets

Submission of the Monthly Report is Required

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

Requesting a Waiver from reporting on-line

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

Where to Report

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

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http://card.txcourts.gov











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Remember to	enter reports se	quentially
THE TEX Court	KAS OFFICE OF COURT ADMINISTRATION Activity Reporting and Directory System	
Build Version 1.1.42	Monthly Report 187.23278 Last Login: 9/28/2011 1:29:51 PM	Logaut Help
Municipal Main Henu > Monthly R	Report Search > Monthly Report	
Year: 2011 Month: November		
Hilshire Village PRESIDIG JUDGE: James	Smith	
The previous month has not been suit	bmitted. Please submit the previous month before continuing.	











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eactivated i	n or	der	to b	e di	spos	ed
	-				1	
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Granance
ASES PENDING FIRST OF MONTH (Equals total cases pending and of previous month.)	6	6	5	5	5	5
OCKET ADJUSTMENTS						
. CASES PENDING FIRST OF MONTH (Adjusted)	6	6	6	6	5	6
a. Active Cases	3	3	3	3	3	3
b. Inactive Cases	2	2	2	2	2	2
io Activity 📕						
 NEW CASES FILED (Include all new cases field, including those that may also have been disposed this month.) 						
I. CASES REACTIVATED	2					
I. ALL OTHER CASES ADDED						
I. TOTAL CASES ON DOCKET (Sum of Lines 1a, 2, 3 & 4.)	6	3	3	3	3	3
DISPOSITIONS						
6. DISPOSITIONS PRIOR TO COURT						



Docket Adjustments

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

Docket Adjustments

- □ To **increase** number of cases pending in a certain case category, enter the number of cases you need to increase the category by
 - Do not enter plus sign (+)
- To decrease number of cases pending, enter the number of cases you need to decrease the category by
 - You must enter a minus sign (-)



Do <u>not</u>

enter the numbers that you want the pending cases to be

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THE TEXAS OF Court Activity	ICE OF COU Reporting a	RT ADMIN nd Director	ISTRATION ry System			
Build Venion 1.1.4240.16937 Mt	Last Lo Inicipal Court Judge: Artu Cierk:	gin: 8/12/2011 1 : Primera ro Salas	1:54:09 PM	Logod	Help	
Nunicipal Hain Henu> Honthly Report Sea	<u>rch</u> > Honthly Rep	ort			_	
Criminal Co	d	Juvenile		Additional		
720310900, Cameron County, Primer	a: October 2011					
CASES ON DOCKET	Non-Parking	Parking	City Ordinance	NON-1 Penal Code	RAFFIC MISDEM Other State Law	City Ordinan
CASES PENDING FIRST OF MONTH (Dark labr cases pending and of previous month.)	28	32	7	0	66	18
DOCKET ADJUSTMENTS	27	33	0		59	14
1. CASES PENDING FIRST OF MONTH (Adjusted)	65	65	13	0	114	30
a. Active Cases	28	32	7	0	55	10





















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 UTHER UDPOSITIONS			_			_
 10. TOTAL CASES DISPOSED (Sun of Lines 6, 7, 8 & R.)	0	0	0	0	0	0
11. CASES PLACED ON INACTIVE STATUS						
 12. CASES PENDING END OF MONTH (Sum of Lines 12e & 12b.)	0	0	0	0	0	0
 Active Ceses (ine 5 minus the sum of lines 10 & 11.) 	0	0	0	0	0	0
 b. Inactive Cases (ine II mnusine 7, plasine 11.) 	0	0	0	0	0	0
13. SHOW CAUSE HEARINGS HELD						
14. CASES APPEALED						
a. After Trial						







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mbers/message	28 III I	eu.				
Al Other Transportation Code Dismissais	0	0	0	0	0	0
L OTHER DISPOSITIONS	11	11	11	11	11	11
TOTAL CASES DISPOSED (Sum of Lines 6, 7, 8 & 9.)	11	11	11	11	11	11
CASES PLACED ON INACTIVE STATUS	0	0	0	0	0	0
CASES PENDING END OF MONTH Som of Lines 12e & 12b.)	-1 Invalid	-1 Tevald	-1 Invalid	-1 Invalid	-1 Invalid	-1 Tevald
. Active Cases (Line 5 minus the sum of Lines 10 & 11.)	-1 Invald	-1 Tevald	-1 Invald	-1 Ievald	-1 Invald	-1 Tevald
. Inactive Cases	0	0	0	0	0	0



Entering a Report: Hints— Be Positive

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

Reminders

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

Generating Reports

Generating Activity Reports

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



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Generating Activity Reports

- □ Monthly Activity Report: may run report for individual city or for statewide totals
- Activity by City: summary activity for all cities in state, may sort alphabetically or by population



Monthly Activity Report								
	September 1 91.7 Pe	, 2009 to August rcent Reporting R.	31, 2010 ate					
	11 Reports Re	ceived Out of a Po	ssible 12					
	Misder Non -	Beabors	Misdem	City	REPORTED			
NEW CASES FILED	Parking 9,204	4,843	3.271	L174	18,492			
DISPOSITIONS:								
Dispositions Prior to Trial:	0	0	0					
Pinad	4.012	1.572	1.273	164	7.021			
Cases Dismissed	405	264	384	493	1.546			
Total Dispositions Prior to Trial	4.417	1,836	1,657	657	8,567			
Dispositions at Trial:								
Trial by Judge								
Not Control	918	1	632	102	1,653			
Trial by Jury	•	0	0	•	18			
Guilty	7	0	5	0	12			
Not Guilty	2	0	2	4	8			
Dismissed at Trial	0	0	0	0	0			
Total Dispositions at Trial	935	1	645	110	1,691			
Cases Distassed After:	1.147							
Defined Department	1,543		433		1,545			
Depart of Elemental Paravarthility	1040	0	422	41	1040			
Compliance Directory	778				778			
	114				114			

(Case Activity by City (by population or city-alpha) Municipal Court: Summary of Reported Articity from September 1, 2009 to August 31, 2010 (State Lined to Population Order)														
				CASES	FILED			ASES D	ISPOSED			ASES AJ	PPEALED		
	No. Months	2009	To To	efic	Non-Ti	City	Tra Not-	fic .	Non-Tr	City	Tra Non-	fic .	Non-T	carfic Cay	Revenue
City	Reported	Population 2387,899	Parking 806,110	Parking 100,308	100.029	04.	Parking 854,139	Parking 255304	101.40	0HE 81,316	Parking 9	Parting	Law	04.	(5) 90,814,881
Carlas Carlas	100	1,373,668 1,296,563 196,362	276.465 267.664 212.285	72,544 124 108,175	34,566 94,316 12,166	3,540	205.N2 203.7% 196.629	67,274 QB 104,35)	12,419 27,643 20,339	14,821 24,177 9,354	1		ì	i,	33,791,880 33,884,807 31,861,010
Auto Connucty Auto Auto El Falo		796,362 727,575 625,467	214.00	5.25	21.50	1,00	25.78	254	3,228	13,962	÷	÷	:	:	140.00
Artington Carpus Christ Inaco	110	390,084 397,438 373,811	911.028 90.221 54.251	7,454 17,011 760	1340	4,805	10,517 41,532 87,117	3,960 10,640 664	1.005	4,590 3,405 1,367		-	ŝ	- R	15.879.177 8.568,663 11.321.839
Lando	10	204, 102 205, 806	54,490 45,521	19,525	1.672	2,862	81.540 at.558	16,216	1.848 4.512	2,874	0	:			4.134,796
ining Ananto	844	205,540 109,309	66,756 37,529	1,872	6.000 6.000	2,841	86,762	301 104 1,90	3,454	1,893	ļ ļ	:		:	12,228,328
Grand Prate Facabera	8.62	106,858 163,381 165,789	40,036 31,168 70,751	20,000	12,110	1,823 2,861 3,806	34,305 34,546 63,548	30 262	9,728 7,843 6,672	1,456 1,960 3,348	1	- ;	1	-	4.354.324 7.413.155 10.132.258
Monater Monater	-	102,026	25,007	22	4,058 6,778	1,05	20,064	128	2,838	1260	3	20	1	30	2,636,412
NO/Drivey INDED	1116	07.671 06.217	14,800	122	4.187	100	0.788 10.861 36.110	1243	3.361	100	1	1	20	-	2314,319
Aptene	1	118,810	16,654	2,153	1,000	6.192	16,263	215	1.607	4,326	10				3.462,040
Mauriel Round Risks	100	105,665	16,907	40	478	100	21,548 16,198 53,198	2,990 440	4,745 4,741 704	40		1	è	-	4,440,999 2,985,08
Adapter -	2 2 2	10,201	36.50	1,115	1348	300	27,542	1.545	1.09	204	2	. :	22	-	5,575,360 5,575,360 3,495,086
Information False Community	1000	101,313 102,807 98,806	25,402 25,504 04,002	30	1010	132	21.516	230	2,610 6,807 6,810	1400	31		Ro. H	ŝ	3,254,779 5,444,401 3,474,987
San Angelo College Station	1	92,147 65,679	21,08	1,868	8.3as 3.795	18	19,825	1,501	7,100	348		i	M	1	4,817,819
The state of the s	10	66,341 64,252	25,864	820	1.0%	429	12.430	719	1,001	440		:			2,834,079



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Directory- Court Search						
	TCO Addial Directory Addial Information Addial Entities Revents Revents Links For Tri					
Texas Judicial System Direct	ory					
Office of Court Administration						
Note: Information current as of March 1, 2011						
To search our judicial directory database click bere						
Judicial System Structure						
Court Structure of Texas as of March 2011 Profile of Judges as of March 2011						
Appellate Courts						
The Supreme Court of Texas Texas Court of Cennal Accessis Texas Courts of Accessis Man of Court of Accessis Detects Redeel Court of Accessis In Texas United States Supreme Court						
Trial Courts in Texas						
Administratives Judicial Reasons - Mag Beasders Judges and Administrative Assistants by - Admi Datest Judges - by Judicial Datest General Datest Judges - by County Local Administrative Datest Judges by County [vito]	sthutres. Judicit feator					











Questions

Sandra Mabbett, Judicial Information Analyst <u>sandra.mabbett@txcourts.gov</u> (512)463-1640 phone (512) 936-2423 fax Katherine Martinez, Judicial Information Specialist <u>katherine.martinez@txcourts.gov</u> (512)463-3789 Angela Garcia, Judicial Information Manager <u>angela.garcia@txcourts.gov</u> (512) 936-1358 phone