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
- □ Importance of data collected
- \square Changes to Reporting Form
- 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)

Scope of Information

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

Importance of Case Activity Data

- □ Data can be used as a management and planning tool to objectively assess:
 - how many judges, court support staff, and other resources are needed to process the courts' work effectively and efficiently;
 - trends in case activity and allows for analysis of those trends, such as the nature and volume of court workload and court performance; and
 - how well the courts are fulfilling their functions and identify areas that need improvement.

Importance of Case Activity Data

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

Publications

- □ Court Activity Reporting and Directory System <u>http://card.txcourts.gov</u>
- Texas Judicial System Annual Report

 <u>http://www.courts.state.tx.us/pubs/annual-reports.asp</u>
- Published Texas Judicial System Directory
 <u>http://www.courts.state.tx.us/pubs/JudDir.asp</u>
- □ Searchable Texas Judicial System Directory http://card.txcourts.gov/DirectorySearch.aspx

Changes to Monthly Reports

New Reporting Forms & Instructions

Effective Date September 1, 2011

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

Resources

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

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

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

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

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

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

New Reporting Rules [pdf]

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

Validate XML file format - Added 4/11/11

Justice Courts: Form [pdf] | [xds] | [Instructions] | [Case category charts] | [Frequently Asked Questions] | XML Specifications [pdf]

Municipal Courts: Form [gd] | [dg] | [Instructions] | [Case category, charts] | [Frequently Asked Questions] | XML Specifications [gd] - XML Specifications Updated 03/21/11

Red lined versions of forms reflecting changes: $\texttt{Justice Courts}\left[\underline{pdf}\right] \mid \texttt{Municipal Courts}\left[\underline{pdf}\right]$

DPS Violation Codes Categorized by OCA Case Category: [vds] - Updated 9/14/2011

□ Report is now separated into 4 sections:

- Criminal
- Civil
- Juvenile
- Additional Activity

Major Changes

- □ Justice & municipal reports made identical wherever possible:
 - Mostly juvenile activity and Magistrate activities
 added to the JP form
 - Civil/Administrative activity handled by the court added to the municipal form

Major Changes

- Made more consistent with district and county-level court reports
 - Track pending cases
 - Additional filing and disposition types:
 - $\hfill\square$ All Other Cases Added
 - □ More detailed civil dispositions

Major Changes – Criminal Section

- □ New Criminal Section Case Categories
 - Traffic Misdemeanors—City Ordinance
 - Non-Traffic Misdemeanors—Penal Code
 - Non-Traffic Misdemeanors—Other State Law
 - Non-Traffic Misdemeanors—City Ordinance

Major Changes

- Major goal was to clean up confusing and misleading category names and instructions. As a result:
 - Fined changed to Uncontested Dispositions
 - Trial by Judge, Finding of Guilty changed to Convictions—Guilty Plea or No Contendere and Convictions—By the Court

Major Changes – Criminal Section

- □ Added categories where there is substantial court activity but no place to report it on current form
 - Compliance Dismissals—After Teen Court
 - Compliance Dismissals—After Tobacco Awareness Course
 - Compliance Dismissals—After Treatment for Chemical Dependency
 - All Other Transportation Code Compliance Dismissals
 - Show Cause Hearings Held

- □ Cases Appealed:
 - After Trial or
 - Without Trial
- □ Transfer to Juvenile Court:
 - Mandatory Transfer or
 - Discretionary Transfer

Major Changes

□ Number of requests for counsel

- Class A & B
- Felonies

Major Changes

Magistrate Activities:

- □ Juvenile detention hearings
- Orders for non-secure custody (juvenile warrants)
- □ Capiases pro fine
- □ Warrants for fire, health and code inspections
- □ Magistrate's orders for ignition interlock device
- Disposition of stolen property hearings

□ Factors that affect revenue

- Cases in which fine & court costs satisfied by community service—partial satisfaction, full satisfaction - report number of cases
- Cases in which fine & court costs satisfied by jail credit - report number of cases
- Cases in which fines & court costs waived for indigency - report number of cases
- Amount of Fines & court costs waived for indigency reports dollar amount
- Break amount down into amount kept by city and amount sent to State – report dollar amount

Major Changes

□ Report these cases when the fine and court costs have been <u>satisfied in full</u>:

- Cases in which fine & court costs satisfied by jail credit
- Cases in which fines & court costs waived for indigency

Major Changes

□ Pending Cases

- Active Cases
- Inactive Cases
- Reactivated Cases

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

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

Pending Cases

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





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

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

New Category
Non-Parking
Other State Law

Active Cases

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

Inactive Cases

 Inactive cases are those placed in an inactive pending status because further court proceedings and activities cannot be resumed until an event restores the case to the court's active pending caseload.

Inactive Cases - Criminal

- □ This category includes:
 - Cases in which a directive to apprehend or warrant of arrest has been issued;
 - □ Cases in which a defendant is being held elsewhere on state or federal charges;
 - Cases stayed due to a question of mental illness or mental retardation;
 - Cases stayed while a defendant undergoes temporary or extended inpatient mental health treatment; and
 - □ Cases in which the defendant is otherwise unavailable for adjudication.

Inactive Cases - Civil

□ This category includes, but is not limited to:

- Cases ordered to arbitration;
- Cases in which a notice or suggestion of bankruptcy is filed;
- Cases delayed due to the Soldiers' & Sailors' Civil Relief Act;
- Cases in which a suggestion of death is filed; and
- All other cases ordered abated by a judge.

Cases Reactivated

Cases that had previously been placed in an inactive pending status, but for which further court proceedings and activities can now be resumed so that a judgment may be entered in the case, will be reported as reactivated.

Cases Reactivated

- \square NOTE:
 - Reactivated criminal cases are reported under the same offense reported when the original case was filed/reported.
 - Reactivated cases are reported even if a judgment was also entered in the case during the month.

Cases Reactivated - Criminal

- □ This category includes:
 - Cases in which the defendant was apprehended or otherwise became available for court proceedings;
 - Cases in which the proceedings were suspended due to a question of mental illness or mental retardation:
 - Reactivated after an examination for competency to stand trial;
 - Reactivated after the court or a jury decided that the defendant was not committable for temporary or extended mental health services and the defendant was found competent to stand trial; or
 - Reactivated after the defendant's completion of temporary or extended inpatient mental health treatment.

Cases Reactivated - Civil

- □ Examples include:
 - Reinstated cases;
 - Cases returned from arbitration;
 - Cases in which a bankruptcy stay has been lifted; and
 - Cases removed from abatement for any other reason.

Reactivated Hints:

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

Reactivated Criminal Cases:

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

Is a Capias pro fine an Inactive Case?

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



Monthly Court Activity Report

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

(512) 463-1642

Or

service.desk@txcourts.gov

to obtain a User ID and password or for password resets

Submission of the Monthly Report is Required

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

Requesting a Waiver from reporting on-line

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

Where to Report

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

http://card.txcourts.gov

















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Docket Adjustments

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

Docket Adjustments

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

Docket Adjustments

Do <u>not</u>

enter the numbers that you want the pending cases to be

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b. Inactive Cases (line 10 minus line 3, plus line 11)	0	0	0	0	0	0



Entering a Report: Hints— Be Positive

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

Reminders

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

Generating Reports

Generating Activity Reports

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



Generating Activity Reports

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



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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:					
Guilty	918	1	632	102	1.653
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Navigating the Texas Judicial System Directory \square



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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