

Monthly Reports

Submitted to OCA

Review and Updates

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Today's Topics

What are the reporting requirements?

Reviewing the monthly activity report

Annual Report Data Verification

Appointments & Fees Report



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Do I Have to Do The Activity Report?



Legal Requirements

- The report is mandated by:
 - ***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)

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Reporting Requirements – Activity Report

- Due by 20th of month
- Report for **EACH** court each month must be submitted, even if there was no activity to report (“no activity” report)
- Must report online unless a waiver has been obtained from OCA
- Keep copies of any reports run from **your** case management system for a minimum of 2 years

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Reviewing the Activity Reports

You should always review the report:

- in each section for each month immediately after submission
- after any corrections or changes are made
- in any subsequent sections after corrections or changes are made

This will make the review of data for inclusion in the Judicial System Annual Report much easier

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Reviewing the Activity Reports

For more detailed information on specific areas of concern our office has identified and reviewing the report, view the webinar at:

<http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/reporting-webinars.aspx>

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Annual Activity Report Data Verification

- Letter with a copy of the report combining all months submitted was sent to the court for verification of the data on October 14
- Included the following:
 - Do Your Reports Have Any of These Issues?
 - Running the Justice of the Peace Court Activity Detail Report
 - Correcting Municipal or JP Court Reports

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Annual Activity Report Data Verification

- Any updates or corrections must be submitted by November 18
- Corrections must be made to individual months

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Annual Activity Report Data Verification

- Corrections:
 - May be made by uploading a corrected XML file or by manually changing the number(s)
 - May not be made to the annual totals but must be made in each month a correction is needed

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Annual Activity Report Data Verification

- Corrections:
 - Must be made sequentially in the Criminal and Civil Sections because of pending case balances
 - Need to be reviewed just like when the report was originally submitted to ensure accuracy
 - Require review of any subsequent months that were already entered to check for docket adjustments

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Annual Activity Report Data Verification

- If docket adjustments were entered in a month because a section or sections was skipped, once the missing section is submitted, corrections will need to be made to those sections in the subsequent months already entered

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Annual Activity Report Data Verification

- Example of sections that were skipped

September 2013	Criminal	Civil	Juvenile	Additional
October 2013	Criminal	Civil	Juvenile	Additional
November 2013	Criminal	Civil	Juvenile	Additional
December 2013	Criminal	Civil	Juvenile	Additional
January 2014	Criminal	Civil	Juvenile	Additional
February 2014	Criminal		Juvenile	Additional
March 2014				Additional
April 2014	Criminal	Civil	Juvenile	Additional
May 2014	Criminal	Civil	Juvenile	Additional
June 2014	Criminal	Civil	Juvenile	Additional

Note: Any link highlighted in red above indicates that the report has errors that must be corrected.

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Annual Activity Report Data Verification

- Example of docket adjustments entered to add pending balances

		Criminal	Civil	Juvenile	Additional			
County, Precinct II Place 1: April 2014								
CASES ON DOCKET	TRAFFIC MISDEMEANORS			NON-TRAFFIC MISDEMEANORS				
	Non-Parking	Parking	County Ordinance	Penal Code	Other State Law	County Ordinance		
CASES PENDING FIRST OF MONTH <i>(Equals total cases pending end of previous month.)</i>								
DOCKET ADJUSTMENTS	50812	261	17	8544	6671	112		
1. CASES PENDING FIRST OF MONTH (Adjusted)	50812	261	17	8544	6671	112		

Appointments and Fees

Report



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Reporting Requirements



Senate Bill 1369, 84th Legislative Session



Chapter 36, Government Code

- ➡ Applies to all courts in the state
- ➡ Effective September 1, 2016
- ➡ First report due October 2016

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Reporting Requirements



While the reports are required to be submitted each month

MOST JUSTICE OF THE PEACE

AND MUNICIPAL COURTS

WILL NOT

HAVE ACTIVITY TO REPORT

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Reporting Requirements

While the reports are required
each month

**MOST JUSTICE OF THE PEACE
AND MUNICIPAL COURTS**

WILL NOT

HAVE ACTIVITY TO REPORT



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Reporting Requirements

👉 Report **all appointments** of and **any fees** paid to

- ✓ attorney ad litem
- ✓ guardian ad litem
- ✓ guardian
- ✓ mediator
- ✓ competency evaluator*

in **any** type of case

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Exclusions

✘ Mediation conducted by an **alternative dispute resolution system**



✘ Appointment under **domestic relations office**



✘ Appointment under **program for volunteer advocates** in child protection cases



✘ Any information made **confidential under state or federal law**, including applicable rules (e.g., judicial bypass cases)

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2 Reports Required for Each Court Each Month



Reports must be submitted for

**each court
each month**

on

- 1) **all appointments** made during month &
- 2) **all payments** approved/made during month

EVEN IF THERE WAS NO ACTIVITY

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Reporting Requirements

Most municipal and justice courts will



Submit **no activity** reports all or a majority of the time



If have activity to report, will most likely be appointment of guardian ad litem or attorney in a **truancy** case

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Reporting Requirements

For each appointment made or fee paid:

- ✓ Name of judge/magistrate signing order
- ✓ Court
- ✓ Case number and style of case
- ✓ Name of person or entity appointed – must include State Bar number if attorney
- ✓ Position to which appointed.....

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Reporting Requirements

- ✓ Relationship to ward or deceased, if applicable
- ✓ Date of appointment or approval of fee
- ✓ Source of fees
- ✓ Amount of fee, if any

\$ If payment greater than **\$1,000** report, also include



number of hours billed &



billed expenses

if the info is available to the court

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Collecting Required Information



Judges/clerks need to locally determine specifics about how information is to be obtained



Recommended that courts follow procedures established for district and county courts by Supreme Court Order 07-9188* for appointments and fees:

- ✓ Each appointment to be made by written order
- ✓ Each approval of payment to made by separate written order
- ✓ Orders to be sufficiently specific to enable clerks to prepare required reports

*Order can be accessed at <http://www.txcourts.gov/supreme/administrative-orders/2007.aspx>

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Penalty



Any court failing to provide clerk information required for the report is ineligible for grant money awarded by the state or a state agency for the next fiscal biennium



beginning September 1, 2017

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Reporting Requirements



Report due **15th** of each month to OCA



Must also post in courthouse by **15th** of the month



And on website of the court by **15th** of the month

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Report Submission



Submit **online** at **card.txcourts.gov** unless have received waiver from OCA

- ➡ Enter manually into database OR
- ➡ Upload a file (xml)

➡ Use **same log in** information you use for Monthly Court Activity Reports

➡ Reports must be submitted for **each court even if no activity**

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

Build Version 1.1.5975.24901
Last Login: 6/16/2016 8:30:16 AM
[Home](#) [Logout](#) | [Help](#)

County

Justice of the Peace:

Precinct Place

Note: Any link highlighted in red above indicates that the report has errors that must be corrected.

Add New Monthly Report	Monthly Report Search and Edit - New Data	View Electronic Submission	Run Report - New Data	Run Report - Old Data	Appointments & Fees
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To change your password, click here: [Change Password](#)

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

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

To Enter a Report Manually

TEXAS COURTS ONLINE

Home Add New Record Import XML

FEE RECORDS

Court: Select Only my records

Sort By: Last Updated OR

Search Clear

Add New Record

Office of Court Administration • Tom C. Clark Building • 205 W. 14th Street, Suite 600 • Austin, Texas 78701 • Telephone: (512) 463-1625
 Accessibility Policy • Privacy & Security Policy • Open Records Policy • State Web Site Link & Privacy Policy • Email Texas Courts Online (TCO)
 Texas Online • Trail - Statewide Search • Texas Homeland Security • Where the Money Goes (State Expenditures)

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Reporting an Appointment or Fee

Current Status: NEW RECORD

Save Cancel

Reporting period

Month: Apr
 Year: 2016

Reportable Activity

Type of Activity: Appointment
 No Activity:
 Court: Precinct 5 Place 1
 Judge: Gonzalez, Robert Jr.
 OR
 Visiting Judge: Select

Case Details

Case Number: 16-1254
 Case Style: IN THE MATTER OF JKS, A CHILD

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Reporting "No Activity"

Check
the box

Current Status: NEW RECORD

Save Cancel

Reporting period

Month: Apr
Year: 2016

Reportable Activity

Type of Activity: Fees

No Activity

Court: Precinct 5 Place 1
Judge: Select Report period, County & Court
OR
Visiting Judge: Select

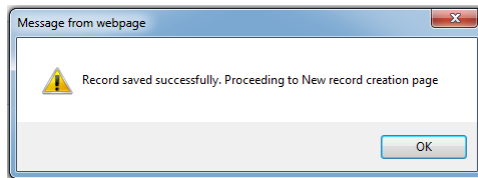
Case Details

Case Number: disabled
Case Style: disabled

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Successful Manual Entry



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Failed Manual Entry

Current Status: NEW RECORD

Save Cancel

Please enter valid values in following fields:

- Reportable Activity: Judge OR Visiting Judge
- Fee Details: Approval Date

Reporting period

Month: May
Year: 2016

Reportable Activity

Type of Activity: Fees
No Activity:
Court: Precinct 5 Place 1
Judge: Select
OR
Visiting Judge: Select

Case Details

Case Number: 16-2345
Case Style: IN THE MATTER OF JKs, A CHILD

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To Upload an XML File

Your vendor/IT staff need to create program to generate XML file from case management system

For information on XML instructions, send email to JudInfo@txcourts.gov

When submitting no activity reports just as easy to do manually rather than via XML

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To Upload an XML File

TEXAS COURTS ONLINE

Home Add New Record **Import XML** Reports

FEE RECORDS

Court: Select Only my records Date

Sort By: Last Updated OR Date Range

Search Clear

[Add New Record](#)

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To Upload an XML File

TEXAS COURTS ONLINE

IMPORT FEE RECORDS

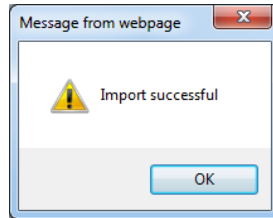
County: Calhoun

Select File: **1** Choose File No file chosen **2** Import

- ➡ Find the file stored on your computer
- ➡ Select Import

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Successful XML Upload



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Failed Import of XML File



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Fee Records Home Page

- After reports have been submitted they will display here by:
 - One month
 - Date Range

Fee ID	Court	Judge	Report Period	Case Number	Appellate Name	Appellate Position	No Activity	Activity Type	Fee Amount	Bill of Expense	Prepared By
1-1	2013A	Plead 1 Plead 1	Sep 2016				0	Appointment	0.00	0.00	GARY THOMAS
1-1	2013A	Plead 1 Plead 1	Sep 2016				0	Fee	0.00	0.00	GARY THOMAS

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Running Reports

- Click on Reports

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Running Reports

- 5 Reports Available



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Running Reports

- **Approved Fees Detail Report:** Lists all information reported into the appointments and fees database. Various criteria may be selected to narrow the report results. This may be used as the copy that is posted on the court's website and in the courthouse.
- **Court Appointments Summary Report:** Lists total appointments made by county. Also lists number of appointments made by appointee position.
- **Court Fees Summary Report:** Lists total fees paid, hours billed and billed expenses by county. Also lists total fees paid, hours billed and billed expenses by appointee position.

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Running Reports

- **Missing Activity Reports by Court:** Indicates whether a report for appointments or a report for fees has been received for a particular month for each court in the county selected. May also be run for the state as a whole.
- **No Activity Report:** If a court submits a no activity appointment report or fee report the no activity report may be run. This may be used as the copy that is posted on the court's website and in the courthouse.

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Running Reports

- After choosing the criteria for any of the 5 available reports, click on **View Report** at the far right of the screen.
- The results will display below the selected criteria.
- To export the report, click on **Select a format**

TEXAS COURTS ONLINE

Please select report: No Activity Report

Activity Type: All | Court Area: All | Report Type: All

Report Period: All | Report Year: All

County: All | Date Range: All

Submit

No Activity Report - All

Fee ID	County	Court	Court Type	Report Month	Report Year	Activity Type	Prepared By	Date Prepared
201710	Anderson	Prepared 1 Phase 1	Judges of the Peace	9	2016	Appointment	GMAR71702680	10/27/2016
201710	Anderson	Prepared 1 Phase 1	Judges of the Peace	9	2016	Fees	GMAR71702680	10/27/2016

Date / Time printed: 10/26/2016 3:16:45 PM Page: 1 of 1

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Running Reports

- All reports may be exported in the formats shown
- Save a copy to post on court’s website and in courthouse

The screenshot shows a report generation interface with the following filters: Activity Type: All, Court Level: Justice of Peace, Month From: Sep, Year From: 2016, Month To: Sep, Year To: 2016, County: Anderson, Court: Precinct 1 Place 1. An 'Export' dropdown menu is open, showing options: Print (with report date), CSV (columns delimited), Acrobat (PDF) file, HTML (with archive), Excel, RTF file, and Word. Below the filters is a table titled 'Activity Report - All' for the period 'Sep 2016 through Sep 2016'.

Fee ID	County	Court	Court Type	Report Month	Report Year	Activity Type	Prepared By	Date Prepared
297138	Anderson	Precinct 1 Place 1	Justice of the Peace	9	2016	Appointment	GARY THOMAS	10/07/2016
297135	Anderson	Precinct 1 Place 1	Justice of the Peace	9	2016	Fees	GARY THOMAS	10/07/2016

Page: 1 of 1

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Webpage of Resources for SB 1369

www.txcourts.gov

The screenshot shows the navigation menu of www.txcourts.gov. A red arrow points from the URL to the 'Judicial Data' menu item. Another red arrow points from 'Judicial Data' to the 'Reporting to OCA HOME' page. A third red arrow points from 'Reporting to OCA HOME' to the 'Appointments & Fees in Civil Cases' link. A fourth red arrow points from 'Appointments & Fees in Civil Cases' to the 'APPOINTMENTS AND FEES HOME' page.

APPOINTMENTS AND FEES HOME

- District & County
- Justice, Municipal & Appellate
- Sample Forms
- Appointments and Fees - Old

REPORTING TO OCA HOME

- Appointments & Fees in Civil Cases**
- Change in Municipal Judge or Clerk
- Collection Improvement Program
- Court Closures & Reopenings
- Court Security Incidents
- eFiling Transaction Fee Certification
- Guardianship Reporting Requirements
- Judicial Bypass Cases
- Judicial Council Trial Court Activity Reports
- Jury Charges & Sentences in Capital Cases
- Other Resources
- Vexatious Litigants

Judicial Data

- Judicial Directory
- Open Records Policy
- Reporting to OCA
- Statistics & Other Data
- Vexatious Litigants

Webpage of Resources for SB 1369 – Direct Link

<http://www.txcourts.gov/reporting-to-oca/appointments-and-fees/justice-municipal-appellate/>

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Webpage of Resources for SB 1369

JUSTICE, MUNICIPAL & APPELLATE

Justice, Municipal and Appellate Courts

[Report Flyer](#)

[Report Instructions](#)

[Instructions for Reporting Database](#)

Checklist of information needed to enable clerks to prepare the reports [pdf](#) [Word](#)

Spreadsheets/forms to compile information for the report:

- Appointments [Excel](#) [pdf](#)
- Fees [Excel](#) [pdf](#)

Sample Forms

[Frequently Asked Questions](#) updated 8/26/16

[Webinar](#) | [Handouts](#)

[Presentation Slides](#) updated 8/26/16

XML Instructions

Send an email to JudInfo@txcourts.gov for information on XML instructions.



Questions

Sandy Mabbett, Judicial Information Analyst
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