

Performance Measures Reporting

88TH LEGISLATIVE SESSION - HB 2384

TEXAS OFFICE OF COURT ADMINISTRATION

DATA & RESEARCH DIVISION



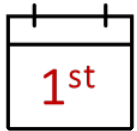
HB 2384 - Report Requirements & Information



Frequency: **Annually**



Date Range: **1st Report- March 2024 – August 2024**
Subsequent Reports: **September – August (State FY)**



Due Date: **November 1st**



Submission: **Excel template**
To: **data.division@txcourts.gov**

HB 2384- Instructions & Guidance

Txcourts.gov

Judicial Data

Reporting to
OCA

District & Court
Level Reporting
(New)

Reporting to OCA

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REPORTING TO OCA HOME

- ▶ Appointments and Fees
 - Change in Municipal Judge
 - Citation by Publication
 - Court Interpretation Services
 - Court Security Incident Reports
 - District & County Court-Level Reporting
 - Guardianship Reporting Requirements
 - Judicial Bypass Cases
- ▶ Judicial Council Trial Court Activity Reports
 - Jury Charges & Sentences in Capital Cases
 - Other Resources
 - Protective Order Registry
 - Settlement Database
 - Vexatious Litigants
 - Writs of Attachment

REPORTING TO OCA

The following reports must be submitted to the Office of Court Administration by clerks, judges, or other entities or individuals.

Court Security Program

- Court Security Incident Reports
- Court Closures and Reopenings

Guardianship Certification Program

- Guardianship Reporting Requirements


Data and Research Division


- Appointments and Fees for Attorney or Guardian Ad Litem, Guardians, Mediators and Competency Evaluators
- Change in Municipal Judge
- Court Interpretation Services (SB 380/HB 3474) **NEW**
- District & County Court-Level Reporting (HB 1182 & HB 2384) **NEW**
- Judicial Bypass Cases
- Judicial Council Trial Court Activity Reports
- Jury Charges and Sentences in Capital Cases
- Vexatious Litigants
- Writs of Attachment

Reporting Instructions & Guidance Documents

[Reporting Instructions](#) 

[Probate/Mental Health Guidance](#) 

[Guidance on Transfers between Courts of the Same Level](#) 

[Frequently Asked Questions](#) 

Please send questions to judinfo@txcourts.gov.


Report Submission and Templates


Templates


Fill out the template that corresponds to the court level being reported. Make sure the **Court Identifier** and **Court Name** match the format and text in the **Court Identifiers Spreadsheet**. Case Management System Vendors and local IT staff should reference the **Court Identifiers Spreadsheet** if templates are developed in the CMS.

[Court Identifiers Spreadsheet](#) 

[HB 2384 District Courts](#) 

[HB 2384 Statutory County Courts](#) 

[HB 2384 Statutory Probate County Courts](#) 

[HB 2384 Constitutional County Courts](#) 

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Submission

Please email your reports to data.division@txcourts.gov.

HB 2384 Report Requirements & Information

HB 2384 – Annual Performance Measures Report by Court

- ▶ Requires clerks to submit annual data for **each** district court, statutory county court, statutory probate court, and county court
- ▶ Requires OCA to collect and publish a report annually for **each** court, to include the following:
 1. the court's clearance rate;
 2. the average time a case is before the court from filing to disposition; and
 3. the age of the court's active pending caseload.

Report

1. Number of **active pending** cases as of March 1 (subsequent September)
 2. Number of cases **filed** during the year
 3. Number of cases **reactivated** during the year
 4. Number of cases **disposed or adjudicated** (juvenile) during the year
 5. Number of cases placed on **inactive** status during the year
 6. Number of **active pending** cases as of August 31
- ▶ Most information **already reported** on Judicial Council Monthly Reports, and can be gathered from these reports
 - ▶ Exceptions are dispositions/adjudications and pending for probate, guardianship and mental health cases

County -> Court Level Example

CRIMINAL CASES									
Cases on Docket:	Burglary	Theft	Auto Theft	Drug Sale or Manufacture	Drug Possession	Felony DWI	Other Felony	All Misdemeanors	Total Cases
Cases Pending 2/1/2024:									
Active Cases									
Inactive Cases									
Docket Adjustments	0	0	0	0	0	0	0	0	0
Cases Added:									
Filed by Indictment or Information									
Other Cases Reaching Docket:									
Motions to Revoke Filed									
Cases Reactivated									
All Other Cases Added									
Total Cases on Docket:									



Court Identifier	Court Name	Fiscal Year	Felony Active Pending Sep	Felony Cases Filed	Felony Cases Reactivated	Felony Cases Disposed

HB 2384 Excel Template with corresponding line number(s) from monthly report.

Civil Active Pending Beginning of Period (Line 1a)	Civil Cases Filed (Add Lines 2,3 for total)	Internal Transfers In (NEW)	Civil Cases Reactivated (Line 3)	Civil Cases Disposed (Line 6)	Internal Transfers Out (NEW)	Civil Cases Placed on Inactive Status (Line 7)	Civil Active Pending End of Period (Line 9a)	Civil AoC Disposed - 3 Months or Less (Line 9)	Civil AoC Disposed - Over 3 to 6 Months (Line 9)	Civil AoC Disposed - Over 6 to 12 Months (Line 9)	Civil AoC Disposed - Over 12 to 18 Months (Line 9)	Civil AoC Disposed - Over 18 Months (Line 9)	Civil AoC Disposed - Total (Line 9)	Civil Active Pending End of Period - 3 Months or Less	Civil Active Pending End of Period - Over 3 to 6 Months	Civil Active Pending End of Period - Over 6 to 12 Months	Civil Active Pending End of Period - Over 12 to 18 Months	Civil Active Pending End of Period - Over 18 Months	Civil Active Pending End of Period - Total (Line 9a)
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Civil Active Pending Beginning of Period (Line 1a)	Civil Cases Filed (Add Lines 2,3 for total)	Internal Transfers In (NEW)	Civil Cases Reactivated (Line 3)	Civil Cases Disposed (Line 6)	Internal Transfers Out (NEW)	Civil Cases Placed on Inactive Status (Line 7)	Civil Active Pending End of Period (Line 9a)
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Case Aging from Filing to Disposition Defined

For **each district or county court** in your jurisdiction, report the number of cases disposed within each timeframe by case type:

- **Felony:** 90 Days or Less, 91 to 180 Days, 181 to 365 Days, Over 365 Days, Total Cases.
- **Misdemeanor:** 30 Days or Less, 31 to 60 Days, 61 to 90 Days, Over 90 Days, Total Cases.
- **Civil:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
- **Family:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
- **Juvenile:** 30 Days or Less, 31 to 90 Days, 91 to 180 Days, Over 180 Days, Total Cases.
- **Probate and guardianship and ancillary cases:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
- **Mental health commitments:** 7 Days or Less, 8 to 14 Days, 15 to 21 Days, 22 to 28 Days, Over 28 Days, Total Cases.

Most information **already reported** on Judicial Council Monthly Reports, **except for data for probate, guardianship and mental health cases.**

Age of Court's Active Pending Caseload Defined

For **each district or county-level court** in your jurisdiction, report the age of the active cases pending before the court as measured by the time from date of filing or reopening to the reporting end date (August 31).

- **Felony:** 90 Days or Less, 91 to 180 Days, 181 to 365 Days, Over 365 Days, Total Cases.
- **Misdemeanor:** 30 Days or Less, 31 to 60 Days, 61 to 90 Days, Over 90 Days, Total Cases.
- **Civil:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
- **Family:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
- **Juvenile:** 30 Days or Less, 31 to 90 Days, 91 to 180 Days, Over 180 Days, Total Cases.
- **Probate and guardianship and ancillary cases:** 3 Months or Less, Over 3 to 6 Months, Over 6 to 12 Months, Over 12 to 18 Months, Over 18 Months, Total Cases.
- **Mental health commitments:** 7 Days or Less, 8 to 14 Days, 15 to 21 Days, 22 to 28 Days, Over 28 Days, Total Cases.

Note: Timeframes are the same as those used for Age of Cases Disposed

Exchange of Benches

Guidance remains the same no matter whether the exchange occurs between judges from different court levels or the same level:

- Statistics should be reported for the **COURT**, not a particular judge.
 - If District Judge Joe Smith sits on the bench of the County Court at Law, the cases that Judge Smith disposed of are counted to the County Court at Law.
 - If County Court at Law Judge April Jones sits on the bench of the District Court, the cases that Judge Jones disposed of are counted to the District Court.
 - If County Court at Law Judge April Jones sits on the bench of the County Court, the cases that Judge Jones disposed of are counted to the County Court.
 - If District Judge Joe Smith (47th District) sits on the bench of the 108th District Court, the cases that Judge Smith disposed of are counted to the 108th.

Reporting Transfers- Reports by Court- Annual Performance Measures

For the [Annual Performance Measures by Court Report](#), **transfers/changes in assignment of a case between courts at the same level** (district courts or county courts at law) **in the county should be counted** to ensure that each court reflects the actual number of cases heard, resulting in balanced clearance rates for each court.

Transfers/Changes in Assignment of a Case – Same County and Same Court Level
Case filed in March in District Court A – Added to **Cases Filed** for Court A.

District Court A



	A	B	C	D	E	F	G
1				Felony Active Pending Beginning of Period (Line 1a)	Felony Cases Filed (Add Lines 2,3,5 for total)	Felony Internal Transfers In (NEW)	Felony C Reactiv (Line
2	Court Identifier	Court Name	Fiscal Year				
	123456789	Court A	2024				
3							

Reporting Transfers- Reports by Court- Annual Performance Measures

Case transferred/assigned in July to District Court B – Added to **Internal Transfers Out** for Court A and added to **Internal Transfers In** for Court B.

District Court A

District Court B



	A	B	C	D	E	F	G	H	I
1				Felony Active Pending Beginning of Period (Line 1a)	Felony Cases Filed (Add Lines 2,3,5 for total)	Felony Internal Transfers In (NEW)	Felony Cases Reactivated (Line 4)	Felony Cases Disposed (Line 7)	Felony Internal Transfers Out (NEW)
2	Court Identifier	Court Name	Fiscal Year						
3	123456789	Court A	2024						
4	123456	Court B	2024						



Working with your Clerk(s)

We encourage you to review your current monthly court activity report that is submitted to OCA. Though these reports are by county and not by court, they provide a good foundation for a review.

Things to look for:

- New cases reported
 - Do the numbers reflect the new activity in your courts?
- Active Pending Cases
 - If there are zero or few cases, this could be something to point out to your clerk.
- Cases Disposed
 - Do the number reflect the closure activity in your court?



- ▶ Instructions and Guidance Documents are designed to assist with reporting at the clerk level. We are constantly updating our information and FAQs to assist. Go to: <https://www.txcourts.gov/>
- ▶ If you have further questions, please email: JudInfo@txcourts.gov

