

HB 2384 Submission Reminders

88TH LEGISLATIVE SESSION - HB 2384

TEXAS OFFICE OF COURT ADMINISTRATION

DATA & RESEARCH DIVISION



HB 2384 Report Requirements



Frequency: Annually



First Report Date Range: March 2024 – August 2024



Due: November 1, 2024



Submit Excel Template to: data.division@txcourts.gov

About Due Dates...

Report Due Date: November 1

Last Report Submission for Presiding Judges' Report Data:
November 29

*CORRECTIONS: OCA will continue to accept ongoing submissions for corrections.

www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/performance-measures-for-district-county-courts-hb-2384/

Reporting Instructions & Guidance Documents

[Reporting Instructions + Guidance on Transfers](#) 

[Probate/Mental Health Guidance](#) 

[Probate/Guardianship Template Columns Defined- New](#) 

[Frequently Asked Questions](#) 

Please send questions to judinfo@txcourts.gov.

Report Spreadsheets and Submission

Spreadsheet Instructions

1. Fill out the Excel spreadsheet(s) that corresponds to the court level(s) being reported, adding data as applicable. Do **NOT** edit the structure of the spreadsheet. Submissions with altered spreadsheets, e.g., added columns or altered column header text, will **not** be accepted.
2. Make sure the **Court Identifier** and **Court Name** match the format and text in the **Court Identifiers List**. Case Management System Vendors and local IT staff should reference the **Court Identifiers List** if file exports are developed in the CMS. **Fiscal Year** should be formatted as 20##.

[Court Identifiers List](#) 

[HB 2384 District Courts spreadsheet](#) 

[HB 2384 Statutory County Courts spreadsheet](#) 

[HB 2384 Statutory Probate County Courts spreadsheet](#) 

[HB 2384 Constitutional County Courts spreadsheet](#) 

HB 2384 Report Requirements & Information

Methods of Data Collection

- CMS Vendor – Complete
Case management system generates full report.
- CMS Vendor – Incomplete
Case management system generates partial report,
clerk manually fills in the rest.
- Manual Entry
Clerk is responsible for manually completing the report
(demo at the end).

Please DO


- Use the templates located on OCA's website or provided by your vendor.
- Use one row for each court.
- Double-check the spreadsheet before submitting.
- Submit the template in excel format to data.division@txcourts.gov.

| Court Identifier | Court Name | Fiscal Year | Felony Active Pending Beginning of Period | Felony Cases Filed | Felony Internal Transfers In | Felony Cases Reactivated | Felony Cases Disposed | Felony Internal Transfers Out | Felony Cases Placed on Inactive Status | Felony Active Pending End of Period |
|------------------|------------|-------------|---|--------------------|------------------------------|--------------------------|-----------------------|-------------------------------|--|-------------------------------------|
| 123456789 | 1st | 2024 | 795 | 670 | 2 | 252 | 678 | 3 | 326 | 710 |
| 123456790 | 2nd | 2024 | 578 | 691 | 0 | 303 | 727 | 2 | 354 | 489 |
| 123456791 | 3rd | 2024 | 559 | 677 | 1 | 345 | 578 | 1 | 309 | 694 |



Please DO NOT


- Adjust the column headers in any way – Adding, deleting, moving columns or adding a row above the headers.
- Submit monthly court data.
- Combine multiple court types in one spreadsheet.




| 1 | County Annual Report - District Clerk | | | | | | | |
|---|---------------------------------------|------------|-------------|--------|-----------------------|--------------------|-----------------------------|--------------------------|
| 2 | Court Identifier | Court Name | Fiscal Year | Month | Felony Active Pending | Felony Cases Filed | Felony Internal Transfer In | Felony Cases Reactivated |
| 3 | 123456789 | 1st | 2024 | March | 372 | 23 | 0 | 7 |
| 4 | | | | April | 388 | 26 | 0 | 1 |
| 5 | | | | May | 411 | 14 | 0 | 53 |
| 6 | | | | June | 349 | 14 | 0 | 8 |
| 7 | | | | July | 356 | 18 | 0 | 8 |
| 8 | | | | August | 363 | 11 | 0 | 12 |

Examples – No Data


| Felony AoC Disposed - 90 Days or Less | Felony AoC Disposed - 91 to 180 Days | Felony AoC Disposed - 181 to 365 Days | Felony AoC Disposed - Over 365 Days | Felony AoC Disposed - Total |
|--|---|--|--|-----------------------------------|
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |




| Felony AoC Disposed - 90 Days or Less | Felony AoC Disposed - 91 to 180 Days | Felony AoC Disposed - 181 to 365 Days | Felony AoC Disposed - Over 365 Days | Felony AoC Disposed - Total |
|--|---|--|--|-----------------------------------|
| N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A |



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|--|---|--|--|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |



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|--|---|--|--|-----------------------------------|
| No data available | | | | |
| No data available | | | | |
| No data available | | | | |



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QUESTIONS ?