

**Note: No confirmation/response email is needed. Please submit a corrected reporting template *only* if you have corrections by Monday, December 16, by 12 PM.**

Good afternoon, Clerks,

While processing Performance Measures (HB 2384) submissions, we identified several types of errors in the spreadsheets that were submitted. As a result, formatting edits to some submissions were made.

We kindly ask that you open the attached file to review your data to ensure that it is in the proper format. Please note that for courts in which data was received from both district and county clerks, totals may have been combined. If everything appears correct, no response or further action is needed.

How to Filter by County in Excel

1. Click on the dropdown in the County Name column header.
2. Enter your County Name in Search. Click OK.
3. All received court data from your county will display.

If you have not submitted your data or if you have any corrections, please submit the appropriate reporting template to [data.division@txcourts.gov](mailto:data.division@txcourts.gov) by **Monday, December 16, by 12 PM.**

- For new submissions, the appropriate Excel spreadsheet based on court type must be used and is located here: [web page](#).
- If sending a corrected submission, resubmit the FULL report including corrections. Mark in the Subject and Body of the email 'CORRECTED.'

We sincerely appreciate your attention to quality reporting. Additional questions or concerns should be emailed to [judinfo@txcourts.gov](mailto:judinfo@txcourts.gov).

Thank you,



**Judicial Information**

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