



OFFICE OF COURT ADMINISTRATION

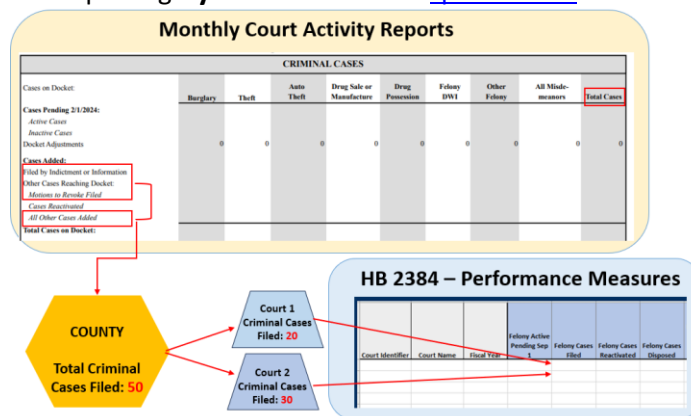
DATA & RESEARCH DIVISION

August 6, 2024

Dear County and District Clerks,

HB 2384 of the 88th Regular Legislative Session requires clerks to submit **court level** data for district and county courts. The first annual report is due on **November 1, 2024**, and will cover data from **March 2024 to August 2024**. OCA has worked throughout the year to keep clerks informed of the additional reporting requirements. Staff have attended clerk meetings, hosted webinars, created informational guidelines and conducted one-on-one meetings to provide assistance.

As seen in the screenshot below, most data required by HB 2384 is already captured by your case management system and is reported on your OCA Monthly Court Activity Report, although most counties submit OCA monthly data by county and *not* by court. HB 2384 requires reporting **by court** in an Excel [spreadsheet](#).



How to Prepare for SB 2384 Reporting

1. Use your case management system (CMS) generated report to conduct inventory, verify your case counts, and make any changes in your CMS necessary before preparing your HB 2384 report.
2. **Reference the attached checklist for additional reporting guidance.**
3. **Contact your CMS vendor for mapping issues or other system-related questions, e.g., how to split data by court.**
4. Attend an upcoming HB 2384 reporting webinar. See <https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/>.

Aug. 14 & 21, 2024 11:00 AM CST
Sept. 4, 2024 11:00 AM CST

OCA understands the challenges clerks have encountered in developing procedures and tools to comply with the new requirements. We are dedicated and ready to help as we work to make this as seamless as possible.

Sincerely,
OCA Data & Research Division



**OFFICE OF COURT ADMINISTRATION
DATA & RESEARCH DIVISION**

**County and District Clerks OCA Monthly Reporting
CHECKLIST for Inventory, Review, Validation, and Submission of Monthly Reports**

Civil:

1. Cases that are eligible to be placed in Inactive "Pending" status. This removes cases from the active pending case count because the court cannot move forward with disposing of the case for various reasons. Case aging clock stops.
2. Additional Court Activity:
 - a. Cases in which a Jury is selected. Report the number of cases in which a jury panel was selected.
 - b. Cases in which a mistrial has occurred. Report the number of cases in which a mistrial was declared.
 - c. Injunction or Show Cause Order Issues. Report the number of injunctions (including temporary restraining orders) or show cause orders issued in a case before entry of original judgment.
 - d. Cases in which a Plaintiff/Petitioner represented self (pro-Se). Report the number of civil cases in which the plaintiff/petitioner indicated that he/she was representing himself/herself without an attorney at the time of filing of the original petition.
 - a. In a case with multiple plaintiffs/petitioners, report the case only if the plaintiff/petitioner who filed with the original petition indicated he or she was self-represented (pro se).

Family:

1. Cases that are eligible to be placed in Inactive "Pending" status. This removes cases from the active pending case count because the court cannot move forward with disposing of the case for various reasons. Case aging clock stops.
2. Additional Court Activity:
 - a. Cases in which a Jury is selected. Report the number of cases in which a jury panel was selected.
 - b. Cases in which a mistrial has occurred. Report the number of cases in which a mistrial was declared.
 - c. Injunction or Show Cause Order Issues. Report the number of injunctions (including temporary restraining orders) or show cause orders issued in a case before entry of original judgment.
 - d. Cases in which a Plaintiff/Petitioner represented self. (pro-Se) Report the number of civil cases in which the plaintiff/petitioner indicated that he/she was representing himself/herself without an attorney at the time of filing of the original petition.
 - a. In a case with multiple plaintiffs/petitioners, report the case only if the plaintiff/petitioner who filed with the original petition indicated he or she was self-represented (pro se).
3. Cases set for review: Cases that are set to review should be disposed and the hearings only reported as review hearings.
 - a. Report the number of family cases in which a final judgment or final order has been entered that were set during the month for a regularly scheduled review involving a hearing before a judicial officer.
 - b. Examples include placement reviews held every six months in child protection cases as required by Section 263.501 or 263.602, Family Code, and reset orders for compliance review in child support cases.

Juvenile:

1. Cases that are eligible to be placed in Inactive “Pending” status. This removes cases from the pending case count because the court cannot move forward with disposing of the case for various reasons. Case aging clock stops.
2. Additional Court Activity:
 - a. GRAND JURY APPROVALS (DETERMINATE SENTENCE PROCEEDINGS)-Report the number of cases in which the prosecutor has referred a petition to a grand jury for approval during the month for determinate sentence proceedings (Section 51.031 or 53.045, Family Code).
 - b. RELEASE OR TRANSFER HEARINGS HELD (DETERMINATE SENTENCE PROCEEDINGS)
 - c. Report the number of hearings held pursuant to Section 54.11, Family Code concerning:
 - 1) a referral for the transfer of a person committed to the Texas Juvenile Justice Department to the institutional division of the Texas Department of Criminal Justice or
 - 2) a request from the Texas Juvenile Justice Department for approval of the release under supervision of a person committed to the commission.
 - d. DETENTION HEARINGS CONDUCTED- Report the number of detention hearings held during the month. Count all detention hearings held, whether they were held before or after a petition was filed or after a juvenile was placed on probation. *Do not include waivers of hearings.
 - e. CASES SET FOR REVIEW
Report the number of juvenile cases in which an initial judgment has been entered that were set during the month for a regularly scheduled review involving a hearing before a judicial officer. Examples include regularly scheduled status hearings in drug courts, mental health courts, DUI courts, family violence courts, etc. Also include cases in which a hearing is held for non-compliance prior to issuance of a capias pro fine.
 - f. APPLICATIONS FOR SEALING RECORDS FILED
Report the number of applications filed for sealing of juvenile records under Section 58.256, Family Code.
*Do not include cases in which the juvenile’s record is sealed as part of the disposition of the criminal case.
* Do not count these applications in the Cases on Docket or Dispositions sections of the Juvenile report. The filing and disposition should be counted in the Civil Cases Related to Criminal Matters of the Civil report.

For complete reporting instructions for the OCA Monthly Report and guidance documents for new reporting requirements see: <https://www.txcourts.gov/reporting-to-oca/>

For assistance with your monthly report please email: judinfo@txcourts.gov