

Texas Office of Court Administration

DATA & RESEARCH NEWSLETTER



Webinars/Trainings

District & County
Performance Measures
Dashboard Training Video

<https://www.txcourts.gov/statistics/district-county-court-level-reporting/>

Coming Late May 2025

Data Quality Webinars

See Page 3 for more details.

Welcome to the OCA Data & Research Newsletter. This newsletter is here to keep you informed on the latest reporting changes and to provide troubleshooting tips, common reporting issues, trainings, webinars, fun facts, and more.

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- Quick Tips for Reporting: Out of Balance Errors
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Performance Measures Update (HB 2384)



Check out the [District & County Court Performance Measures Dashboard](#) to view court clearance rates and other court-level data for March through August 2024.

REMINDER: Unsubmitted FY 2024 reports and corrections must be emailed to data.division@txcourts.gov no later than **May 31, 2025**. Submissions received after this date will not be included in the final FY 2024 published data.

FY 2025 Performance Measure Reporting

Reports for FY 2025 (Sept 2024 – Aug 2025) are due November 1. All reporting templates can be found at on the report submission [web page](#).

While the submission process largely will be unchanged, please see below.

Submitting Manually--Use the updated spreadsheet:

- [Master \(All Court Types\) spreadsheet](#)

Submitting via report generated by CMS vendor--Ensure it follows the corresponding template(s):

- [District & Statutory County Courts spreadsheet](#)
- [Constitutional County Courts spreadsheet](#)

Age of Active Pending and Age of Cases Disposed Reporting

Both categories are expected to be included in the Performance Measures [dashboard](#) for the FY 2025 reporting period.

Pay special attention to inventory and clean-up for any old cases that are being carried in your pending case counts.

Check with your vendor regularly to ensure that the tool for aging is configured properly so that your full report will be ready by November 1.

For complete instructions, guidance, and sample orders for Inactive/Closed cases, see:

- [District & County Court-Level Reporting](#)

Quick Tips for Reporting

Out of Balance Errors - “RED” means stop

An Out of Balance error occurs when submitted monthly court activity report numbers do not add up correctly or contain negative numbers. The section will show **red** on the reporting website.

These data cannot be used by OCA and will be deleted if not corrected. Check your home screen after submitting your monthly report to ensure the sections do not show **red**. Because one Out of Balance error may cause issues in the next month’s section, **red** means stop.

Below is an example of sections that have an error, show **red** on the website, and will have to be corrected:

September 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
October 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
November 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
December 2013	Criminal	Hate Crimes	Civil	Family	Juvenile
January 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
February 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
March 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
April 2014	Criminal	Hate Crimes	Civil	Family	Juvenile
May 2014	Criminal	Hate Crimes	Civil	Family	Juvenile

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

To correct the error, click on the section and find the field that is showing an **Invalid** total or what the total should be in **red**. See what is being calculated for that field, check the column description, and correct either that field or the previous calculating rows. Sometimes rerunning and resubmitting the corrected report from your case management system (CMS) may correct the error(s). If your CMS keeps producing invalid numbers on your report, contact your vendor.

Annual Judicial Directory Update

It’s time to correct clerk, judge, and other court information for OCA’s Annual Judicial Directory Update.

OCA will email instructions on how to review directory PDFs online. Corrections to the PDFs should be emailed to judinfo@txcourts.gov.

REMINDER—If current directory information is correct, no further action is needed.

Data Quality Webinars

Data & Research is excited to announce our Data Quality series.

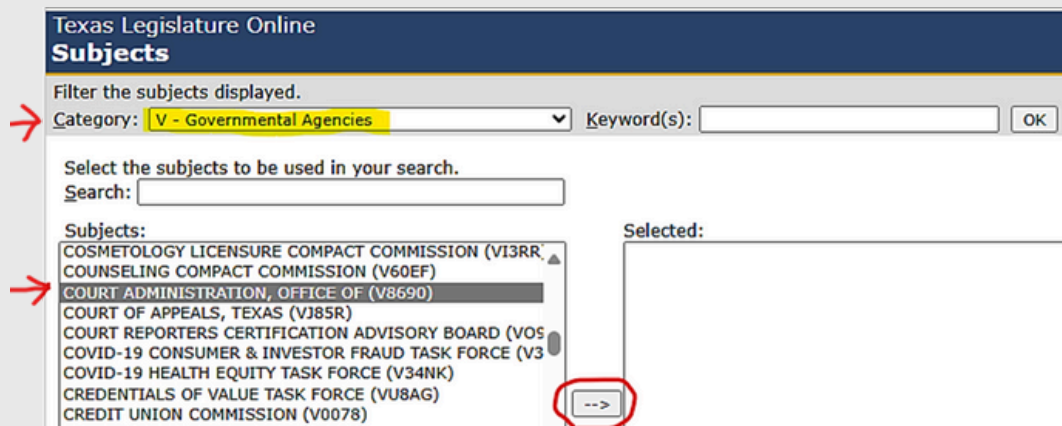
These short, pre-recorded webinars will focus on common data issues that may indicate errors in the monthly court activity report.

The first webinar will be posted on OCA’s reporting website in May 2025 and will cover docket adjustments.

HOW TO TRACK NEW LEGISLATION ON REPORTING

It is important for clerks to keep up with new and modified reporting requirements. To locate and track bills filed in the Legislature which may affect reporting requirements, follow the steps below:

1. Visit Texas Legislature Online (TLO) at <https://capitol.texas.gov/Home.aspx>.
2. Create a MyTLO account by clicking **Track Legislation with Bill Lists** under **My TLO**. Provide an email address, create a password, and save.
3. Click the red **Login** button in the upper right corner of the website and log in. Now you are ready to search for bills to follow.
4. On the home screen, click **Bill Search**. On the left side, click **Select subject criteria**. In the pop-up screen, change **Category** to **V – Governmental Agencies**.
5. Locate **COURT ADMINISTRATION, OFFICE OF (V8690)** on the **Subjects** list and add it to the **Selected** list.
6. Click **OK** and click **Search** at the upper right of the **Search** screen.
7. Review the resulting list for bills you wish to follow; click on the bill number link to navigate to the webpage for that bill.
8. On the bill web page, click **Add to Bill List** at the upper right.
9. In the **Bill List** pop-up screen, give your Bill List a name, e.g. “2025 RS” and a description; add a Bill Comment if desired, such as the subject matter, e.g., “OCA reports.”



Texas Legislature Online
Subjects

Filter the subjects displayed.
Category: **V - Governmental Agencies** Keyword(s): OK

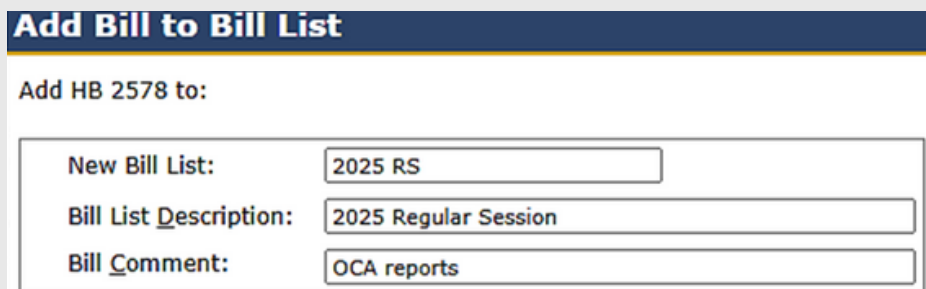
Select the subjects to be used in your search.
Search:

Subjects:

- COSMETOLOGY LICENSURE COMPACT COMMISSION (VI3RR)
- COUNSELING COMPACT COMMISSION (V60EF)
- COURT ADMINISTRATION, OFFICE OF (V8690)**
- COURT OF APPEALS, TEXAS (VJ85R)
- COURT REPORTERS CERTIFICATION ADVISORY BOARD (V0S)
- COVID-19 CONSUMER & INVESTOR FRAUD TASK FORCE (V3)
- COVID-19 HEALTH EQUITY TASK FORCE (V34NK)
- CREDENTIALS OF VALUE TASK FORCE (VU8AG)
- CREDIT UNION COMMISSION (V0078)

Selected:

If you want to receive email alerts regarding bill movements, select **Add to Alert List** on the bill web page.



Add Bill to Bill List

Add HB 2578 to:

New Bill List:	<input type="text" value="2025 RS"/>
Bill List Description:	<input type="text" value="2025 Regular Session"/>
Bill Comment:	<input type="text" value="OCA reports"/>



E-Filing Court Orders

On May 28, 2024, the Supreme Court and Court of Criminal Appeals approved amendments to the Texas Rules of Civil Procedure and the Texas Rule of Appellate Procedure with Supreme Court Order Misc. Docket [No. 24-9030](#) and Court of Criminal Appeals Misc. [Docket No. 24-004](#).

The order mandates that District and County Clerks integrate their local case management systems with re:SearchTX according to an implementation schedule following population size.

Population Size	Implementation Date
Pop. >= 250,000	October 1, 2024
Pop. >= 60,000 < 250,000	March 1, 2025
Pop. < 60,000	November 1, 2025

From the Memo:

Prior to integration, clerks are excused from complying with the requirement of using the electronic filing system for delivery of documents, however **clerks must send orders and judgments to the parties electronically within 24 hours after the order or judgment is signed.**

For legal advice, please consult with your County Attorney.

E-Filing Request for Extensions

The mandate allows for a clerk to petition the Supreme Court for an extension if the county and/or vendor are unable to meet the required implementation date.

Extension requests should be in the form of a letter and include the reason(s) for the request, a plan to remediate the issues, and a reasonable date to expect the integration be completed. Letters should be sent to the Supreme Court Clerk: blake.hawthorne@txcourts.gov.

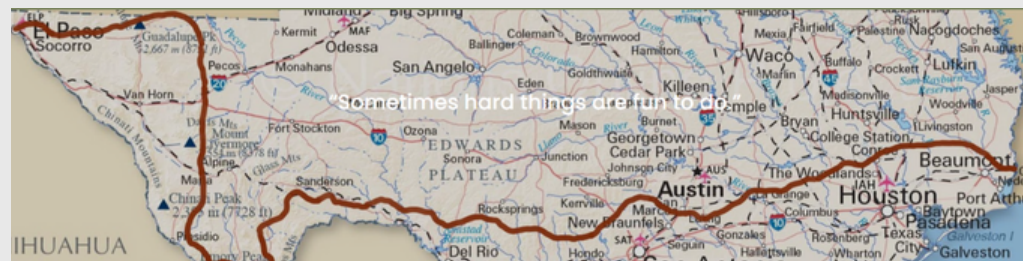


Texas Fun Facts

CROSS TEXAS TRAIL (XTX)

Thanks in part to former State Representative Charles Gandy, an effort is well underway to build the Cross Texas Trail or “XTX” across the state of Texas from the Louisiana border near the town of Orange to El Paso in the west--a distance of 1,500 miles--for use by hikers, bikers, and horseback riders.

For more information, visit www.xtexas.org/.



Don't forget...



Final FY 2024 Performance Measures corrections and reports must be submitted to data.division@txcourts.gov no later than May 31, 2025.

OCA Monthly Reports are due the 20th of each month.

Appointments and Fees reports are due the 15th of each month.

All reports are due even if there is “No Activity.”

Credits Photo: © kbhall17 via canva.com

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DATA & RESEARCH DIVISION

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Do you have an idea for a future OCA webinar?
Email us your suggestions at judinfo@txcourts.gov.

