

OCA Reporting Requirements & Resources Chart

Report	Website	Description	Due Date
Judicial Council Monthly Court Activity Report (aka OCA Report)	https://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/justice-municipal-court-reports/	Texas Government Code Section 71.035(b) provides that as a duty of office each judge, or other court official, shall report information pertaining to the civil and criminal business transacted by the court as required by the Texas Judicial Council. Texas Administrative Code Sections 171.1 and 171.2 require the submission of a court activity report each month to the Texas Judicial Council.	20 th of month. See attached flyer.
Appointments & Fees Report	https://www.txcourts.gov/reporting-to-oca/appointments-and-fees/justice-municipal-appellate/	Texas Government Code Chapter 36 requires that “the clerk of each court in this state shall prepare a report on court appointments for an attorney ad litem, guardian ad litem, guardian, mediator, or competency evaluator for a case before the court in the preceding month.” <u>Note: While most municipal courts will have no court appointments or court fees approved, reports must be submitted for each court regardless of whether the court had activity.</u>	15 th of month. See attached flyer.
Annual Statistical Report for the Texas Judiciary	https://www.txcourts.gov/statistics/annual-statistical-reports/	The report includes an overview of Texas court structure and jurisdiction, analyses of case activity and trends, and statistics from appellate and trial courts.	October 20. Court will be asked to review fiscal year data in November.

Report	Website	Description	Due Date
Texas Judicial System Directory	https://card.txcourts.gov/DirectorySearch.aspx	The Judicial Directory is verified and published online once a year. OCA should be notified of all judge and court changes throughout the year.	February-March
Information on Texas Judges	https://www.txcourts.gov/statistics/information-on-texas-judges/	The Judge Information Sheet captures demographic information including age, gender, ethnicity, length of service, education, and previous experience. <u>Note: Dates of birth are never released to the public.</u>	Upon taking office.
Filing Fees & Courts Costs	https://www.txcourts.gov/publications-training/publications/filing-fees-courts-costs/	Justice Court Civil Filing Fees and Criminal Court Costs questions should be directed to OCA Legal at OCA-legal@txcourts.gov .	N/A

Should you have any reporting questions, or if we can be of further assistance, please do not hesitate to contact our office at judinfo@txcourts.gov or (737) 295-2330.

JUDICIAL COUNCIL MONTHLY COURT ACTIVITY REPORTS

What

Ch. 171, Administrative Code
Sec. 71.035, Government Code

Court activity statistics for civil, juvenile & criminal cases

Report even if **NO** activity

When

Monthly,
20th of month



Who

Justice and
Municipal Courts

Why

Used to assess workload, performance, resource needs of courts and their partners involved in justice system

How



Log in to card.txcourts.gov



Select **View Electronic Submission (XML Upload)**

OR



Select **Enter New Monthly Report (Manual)**



Detailed instructions posted at <http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/justice-municipal-court-reports/>



JUDICIAL INFORMATION SECTION
Office of Court Administration
judinfo@txcourts.gov
(737) 295-2330

APPOINTMENTS & FEES REPORT

What

Ch. 36, Government Code

All appointments & all related payments for attorney ad litem, guardian ad litem, guardian, mediator, & competency evaluator (certain exceptions apply)



Report for **EACH** court
Report even if **NO** activity

Effective
Sept. 1, 2016

When

Monthly,
15th of month



Who

Justice and
Municipal Courts

Why

Transparency
Protection from exploitation
Prevent favoritism in appointments

How



Log in to card.txcourts.gov

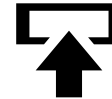


Select **Appointments & Fees**



Add 2 new records: 1 appt & 1 fee

OR



Upload an XML file



Detailed instructions posted
at [http://www.txcourts.gov/
reporting-to-oca/
appointments-and-fees/justice-
municipal-appellate/](http://www.txcourts.gov/reporting-to-oca/appointments-and-fees/justice-municipal-appellate/)



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