Software Specifications for
Data Interface for OCA's Judicial Council
Required Monthly Reports

Overview

Data import information for the Office of Court Administration's (OCA) Judicial Data Management system consists of separate file descriptions for each level of court, District, County, Municipal and Justice of the Peace.

The Municipal and Justice of the Peace reports are single-part reports, with no option to deliver a subset of the information.   Their data import accepts only the full report information by court.

The District and County reports have multiple parts: Civil, Criminal, Juvenile and Mental Health/Other.   District and County reports have one additional option - whether or not those reports are county-wide or for an individual court within the county.   Data exports and construction of the XML files for District and County must take their available options into account in the header information.

Calculating Report Values

The reporting instructions for the OCA reports provide a definition of each field, and the assumptions made and definitions used in calculations. Please note that not every field on the paper document is included in the on-line monthly reporting requirements. Each level of court has its own instruction form. In addition, separate documents provide reference information for codes applicable to Class C crimes.

There are four documents that provide the reporting instructions:

- Municipal Court Instructions [pdf file]
- Justice of the Peace Instructions [pdf file]
- District Court Instructions [pdf file]
- County Court Instructions [pdf file]

For questions on reporting instructions or calculating report values, please contact Ms. Angela Garcia, Judicial Information Manager, at (512) 936-1358 or by email at angela.garcia@courts.state.tx.us.

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