



Harris County, Texas Justice of the Peace Court Staff Workload Project National Center for State Courts

Justice of the Peace Court Staffing Survey

The National Center for State Courts, in conjunction with the Harris County Office Court Management, are conducting a study entitled the *Harris County, Texas Justice of the Peace Court Staff Workload Project*. The study is designed to provide information for court personnel and the Office of Court Management to make an informed judgment concerning the level of court support staff required to handle court workload in a quality fashion for the citizens of the state.

To help develop a countywide staffing database we need your assistance to learn more about current staffing levels in your county. We are asking court administrators in each court to complete this very important two-part survey.

Background Information:

Which county do you work in? 2 1
Precinct Place

How many hours constitute a full work week in your court (e.g., 37.5; 40 hours)? 40

Staffing Surveys:

On the next set of pages there are two separate parts of the survey for you to fill out.

Part I: The first part of the survey asks you to list all the job titles in your county and the number of employees who fall under that title. For example, if you have 10 Court Clerks in your county you would insert 10 under the heading "Number of Employees." **Additional space has been provided for you to add omitted job titles that are present in your court.**

Part II: For this section include all staff in your court, excluding judges.

II. A: Please indicate the number of staff in your court by case type in the matrix below. An example has been provided. In this example, a court has 10 full time staff (FTE). 3 staff work on criminal, 2.5 on civil, 1.5 on juvenile, and 2 on traffic, and 1 works in non-case related central administration (e.g., human resources).

II. B: Having determined the number of staff in your court by case type, we wish to obtain an estimate of the amount of time staff use to perform certain functions. In the matrix on the next page, estimate the amount of time (in percentages) staff use to perform various functions within the four case types (**Central Administrative staff are not applicable for this part of the survey**). In the example below, the staff working on the *EXAMPLE* case type perform Case Processing functions 25 percent of the time, Jury Service functions 10 percent of the time, Financial Management 15 percent, Records Management 15 percent, Monitoring and Enforcement 10 percent, Courtroom Support 10 percent, Judicial Support 10 percent, and Managerial functions 5 percent of the time. For managers and supervisors who work in a particular case type their time associated with case related activities should be included within the time estimate for that function. The remaining time should be captured in the Managerial Function. **It is important that each of the rows sum to 100 percent. Definitions of the staff functions can be found at the end of this survey.**

Case Related Staff Functions

A. CASE PROCESSING, CALENDARING AND CASEFLOW MANAGEMENT

- **CASE PROCESSING** — Staff working in this area perform tasks that relate to case and document filing and maintaining accurate summary records of cases and court decisions related to them. Other duties include: update the computerized case record summary; provide general counter services and information; prepare cases for appeal or transfer; prepare cost bills; maintain judgment records; process warrants, executions, writs.
- **CALENDARING AND CASEFLOW MANAGEMENT** — Staff working in this area help set judicial calendars as well as help judges meet established case processing time standards and avoid court delay. Specific responsibilities include: plan court calendars and assign cases to calendars; create scheduling formulas and keep records to evaluate their reliability; monitor the progress of cases; maintain accurate records of case inventories and case status; coordinate court scheduling with schedules of outside agencies to avoid conflicts.

B. RECORDS MANAGEMENT — Staff performing services in this area pull and re-shelve files, add documents to files in a timely manner; make files available for court hearings in a reliable and timely manner; keep track of the location of all case files; set-up case and document files; store verbatim records of proceedings, exhibits and other physical evidence; microfilm, scan, and archive records; seal and purge records.

C. JURY SERVICES — Court staff working in jury services create the jury source lists; select juror pools and summon jurors; process jury correspondence and calls regarding excuse requests or to answer questions; conduct orientations; assign jurors to panels and keep track of assignments and utilizations; create and manage juror call-in systems; maintain records for payment; maintain juror utilization statistics and financial records.

D. FINANCIAL MANAGEMENT — Staff working in this area receive payments and fees and issue receipts for monies received; process irregular checks; reconcile daily receipts and cash registers; determine appropriate accounts and process deposits; distribute payments to appropriate accounts and disburse funds accordingly; provide bail/bond accounting; and maintain time payment agreement records.

E. CASE MONITORING AND ENFORCEMENT — Staff who work in this area improve the court's ability to hold individuals and outside agencies accountable for compliance with court orders. Specific staff responsibilities include monitoring court ordered sentences, judgments, diversion agreements, probate reports; monitoring compliance with time-payment orders; implementing informal compliance enforcement measures when appropriate (e.g., written and telephone notices, revised payment plan, etc.); reporting non-compliance to appropriate authority; monitoring civil motor vehicle judgments for satisfaction and reporting non-compliance to appropriate authorities with documentation.

F. COURTROOM SUPPORT — Judicial support in this area involve the duties traditionally associated with the "courtroom clerk" that are essential for judges to convene proceedings in open court. Specific staff responsibilities include preparing minutes; managing exhibits; accepting and filing documents presented by attorneys in court; ensuring that court files are available when they are needed; assisting with jury selection and support; calling cases and recording outcomes; performing clerical follow through after court hearings to ensure that required notices to parties or agencies are prepared and issued; other necessary "on-demand" and essential in-court duties.

G. JUDICIAL SUPPORT - This area of court operations includes traditional secretarial duties such as word processing for correspondence and opinions; serving as receptionist for personal and telephone inquiries and appointments; maintaining non-case related files.

H. ADMINISTRATIVE — Administrative personnel are those who do not perform tasks that are uniquely characteristic of courts but that would be typically required in any government organization. These would include the chief clerk, budget specialists, human resource specialists, information technology staff, etc. Unit or division managers who have oversight for operation level supervisors (supervisors of operational units who regularly supervisor line operations staff should not be counted as managerial) and staff would usually be counted as managerial.

Figure 4. Staff Need Based on Composite Case Filings/Staff Ratios

Large JP Courts			
Precinct Place	Staff Need	Actual Staff	Need
Court 1-1	28.87	25.00	3.87
Court 1-2	34.74	41.00	-6.26
Court 4-1	45.73	44.00	1.73
Court 5-1	25.32	26.00	-0.68
Court 5-2	47.53	39.00	8.53

Medium JP Courts			
Precinct Place	Staff Need	Actual Staff	Need
Court 3-1	34.70	23.00	11.70
Court 3-2	13.82	15.00	-1.18
Court 4-2	26.89	23.00	3.89
Court 8-1	12.57	15.00	-2.43
Court 8-2	13.68	15.00	-1.32

If moved to Large category: 3-1 (-1.05) and
4-2 (-5.63)

Small JP Courts			
Precinct Place	Staff Need	Actual Staff	Need
Court 2-1	12.71	9.00	3.71
Court 2-2	14.55	11.00	3.55
Court 6-1	5.48	6.00	-0.52
Court 6-2	6.47	5.00	1.47
Court 7-1	12.99	12.00	0.99
Court 7-2	9.03	9.00	0.03

Activity Report for Justice Courts - El Paso Precinct 2 Place 1

October 1, 2007 to December 31, 2007

100.0 Percent Reporting Rate						
3 Reports Received Out of a Possible 3						
	CRIMINAL CASES		CIVIL CASES			REPORTED TOTALS
	Traffic Misdemeanors	Non-Traffic Misdemeanors	Small Claims Suits	Forcible Entry & Detainer	Other Civil Suits	
NEW CASES FILED	911	1,509	26	110	166	2,722
DISPOSITIONS:						
Dispositions Prior to Trial:						
<i>Bond Forfeitures</i>	0	0	---	---	---	0
<i>Fined</i>	343	140	---	---	---	483
<i>Cases Dismissed</i>	39	132	4	12	20	207
Total Dispositions Prior to Trial	382	272	4	12	20	690
Dispositions at Trial:						
<i>Trial by Judge</i>						
Guilty	47	127	---	---	---	174
Not Guilty	7	22	---	---	---	29
Civil Trials	---	---	16	62	56	134
<i>Trial by Jury</i>						
Guilty	0	0	---	---	---	0
Not Guilty	0	0	---	---	---	0
Civil Trials	---	---	1	0	0	1
<i>Dismissed at Trial</i>	129	311	5	16	8	469
Total Dispositions at Trial	183	460	22	78	64	807
Cases Dismissed After:						
<i>Driving Safety Course</i>	59	---	---	---	---	59
<i>Deferred Disposition</i>	2	2	---	---	---	4
<i>Proof of Financial Responsibility</i>	54	---	---	---	---	54
Total Cases Dismissed After	115	2	---	---	---	117
TOTAL DISPOSITIONS	680	734	26	90	84	1,614
CASES APPEALED	2	0	0	0	0	2
JUVENILE ACTIVITY:						
Warnings Administered						0
Statements Certified						0
Detention Hearings Held						0
Failure to Attend School Cases Filed						482
Violation of Local Daytime Curfew Ordinance Cases Filed						0
Referred to Juvenile Court for Delinquent Conduct						0
Held in Contempt, Fined, or Denied Driving Privileges						0
OTHER ACTIVITY:						
Parent Contributing to Nonattendance Cases Filed						473
Peace Bond Hearings Held						0
Class A or B Misdemeanor Complaints Accepted						0
Felony Complaints Accepted						0
Examining Trials Conducted						0
Inquests Conducted						0
Safety Responsibility and Driver's License Suspension Hearings Held						4
Search Warrants Issued						0
Arrest Warrants Issued:						
Class C Misdemeanors Only					618	
Felonies and Class A and B Misdemeanors Only					6	
Total Arrest Warrants Issued						624
Magistrate Warnings Given						6
Emergency Mental Health Hearings Held						0
Magistrate's Orders for Emergency Protection						0
Conference Held Prior to Legal Action Resulting in:						
Legal Action Being Filed in Court			Criminal	Civil	Total	
No Legal Action Being Taken			0	0	0	
			0	0	0	
TOTAL REVENUE						\$169,839

Activity Report for Justice Courts - El Paso Precinct 2 Place 1

October 1, 2006 to September 30, 2007

100.0 Percent Reporting Rate						
12 Reports Received Out of a Possible 12						
	CRIMINAL CASES		CIVIL CASES			REPORTED TOTALS
	Traffic Misdemeanors	Non-Traffic Misdemeanors	Small Claims Suits	Forcible Entry & Detainer	Other Civil Suits	
NEW CASES FILED	2,684	4,495	119	502	367	8,167
DISPOSITIONS:						
Dispositions Prior to Trial:						
<i>Bond Forfeitures</i>	0	0	---	---	---	0
<i>Fined</i>	1,397	652	---	---	---	2,049
<i>Cases Dismissed</i>	129	410	11	50	66	666
Total Dispositions Prior to Trial	1,526	1,062	11	50	66	2,715
Dispositions at Trial:						
<i>Trial by Judge</i>						
Guilty	144	501	---	---	---	645
Not Guilty	37	107	---	---	---	144
Civil Trials	---	---	78	355	165	598
<i>Trial by Jury</i>						
Guilty	0	0	---	---	---	0
Not Guilty	0	0	---	---	---	0
Civil Trials	---	---	1	1	0	2
<i>Dismissed at Trial</i>	409	1,539	28	80	52	2,108
Total Dispositions at Trial	590	2,147	107	436	217	3,497
Cases Dismissed After:						
<i>Driving Safety Course</i>	236	---	---	---	---	236
<i>Deferred Disposition</i>	7	210	---	---	---	217
<i>Proof of Financial Responsibility</i>	178	---	---	---	---	178
Total Cases Dismissed After	421	210	---	---	---	631
TOTAL DISPOSITIONS	2,537	3,419	118	486	283	6,843
CASES APPEALED	40	9	3	17	2	71
JUVENILE ACTIVITY:						
Warnings Administered						0
Statements Certified						0
Detention Hearings Held						0
Failure to Attend School Cases Filed						1,382
Violation of Local Daytime Curfew Ordinance Cases Filed						0
Referred to Juvenile Court for Delinquent Conduct						2
Held in Contempt, Fined, or Denied Driving Privileges						0
OTHER ACTIVITY:						
Parent Contributing to Nonattendance Cases Filed						1,601
Peace Bond Hearings Held						0
Class A or B Misdemeanor Complaints Accepted						1
Felony Complaints Accepted						0
Examining Trials Conducted						0
Inquests Conducted						0
Safety Responsibility and Driver's License Suspension Hearings Held						39
Search Warrants Issued						1
Arrest Warrants Issued:						
Class C Misdemeanors Only					2,607	
Felonies and Class A and B Misdemeanors Only					48	
<i>Total Arrest Warrants Issued</i>						2,655
Magistrate Warnings Given						44
Emergency Mental Health Hearings Held						0
Magistrate's Orders for Emergency Protection						0
Conference Held Prior to Legal Action Resulting in:						
Legal Action Being Filed in Court			Criminal	Civil	Total	
			0	0	0	
No Legal Action Being Taken			0	0	0	
TOTAL REVENUE						\$675,051

Activity Report for Justice Courts - El Paso Precinct 1 Place 1

October 1, 2006 to September 30, 2007

100.0 Percent Reporting Rate						
12 Reports Received Out of a Possible 12						
	CRIMINAL CASES		CIVIL CASES			REPORTED TOTALS
	Traffic Misdemeanors	Non-Traffic Misdemeanors	Small Claims Suits	Forcible Entry & Detainer	Other Civil Suits	
NEW CASES FILED	811	663	216	383	256	2,329
DISPOSITIONS:						
Dispositions Prior to Trial:						
<i>Bond Forfeitures</i>	0	0	---	---	---	0
<i>Fined</i>	231	224	---	---	---	455
<i>Cases Dismissed</i>	30	52	0	0	0	82
Total Dispositions Prior to Trial	261	276	0	0	0	537
Dispositions at Trial:						
<i>Trial by Judge</i>						
Guilty	31	27	---	---	---	58
Not Guilty	56	56	---	---	---	112
Civil Trials	---	---	59	82	40	181
<i>Trial by Jury</i>						
Guilty	0	0	---	---	---	0
Not Guilty	0	0	---	---	---	0
Civil Trials	---	---	0	0	0	0
<i>Dismissed at Trial</i>	185	170	2	0	0	357
Total Dispositions at Trial	272	253	61	82	40	708
Cases Dismissed After:						
<i>Driving Safety Course</i>	93	---	---	---	---	93
<i>Deferred Disposition</i>	3	10	---	---	---	13
<i>Proof of Financial Responsibility</i>	50	---	---	---	---	50
Total Cases Dismissed After	146	10	---	---	---	156
TOTAL DISPOSITIONS	679	539	61	82	40	1,401
CASES APPEALED	1	0	0	0	0	1
JUVENILE ACTIVITY:						
Warnings Administered						0
Statements Certified						0
Detention Hearings Held						0
Failure to Attend School Cases Filed						0
Violation of Local Daytime Curfew Ordinance Cases Filed						0
Referred to Juvenile Court for Delinquent Conduct						0
Held in Contempt, Fined, or Denied Driving Privileges						0
OTHER ACTIVITY:						
Parent Contributing to Nonattendance Cases Filed						88
Peace Bond Hearings Held						0
Class A or B Misdemeanor Complaints Accepted						0
Felony Complaints Accepted						0
Examining Trials Conducted						0
Inquests Conducted						2
Safety Responsibility and Driver's License Suspension Hearings Held						16
Search Warrants Issued						0
Arrest Warrants Issued:						
Class C Misdemeanors Only					671	
Felonies and Class A and B Misdemeanors Only					0	
<i>Total Arrest Warrants Issued</i>						671
Magistrate Warnings Given						0
Emergency Mental Health Hearings Held						0
Magistrate's Orders for Emergency Protection						0
Conference Held Prior to Legal Action Resulting in:						
Legal Action Being Filed in Court			Criminal	Civil	Total	
			0	0	0	
No Legal Action Being Taken			0	0	0	
TOTAL REVENUE						\$211,577

Activity Report for Justice Courts - El Paso Precinct 4 Place 1

October 1, 2006 to September 30, 2007

100.0 Percent Reporting Rate						
12 Reports Received Out of a Possible 12						
	CRIMINAL CASES		CIVIL CASES			REPORTED TOTALS
	Traffic Misdemeanors	Non-Traffic Misdemeanors	Small Claims Suits	Forcible Entry & Detainer	Other Civil Suits	
NEW CASES FILED	4,710	2,188	236	427	326	7,887
DISPOSITIONS:						
Dispositions Prior to Trial:						
<i>Bond Forfeitures</i>	0	0	---	---	---	0
<i>Fined</i>	2,397	583	---	---	---	2,980
<i>Cases Dismissed</i>	494	100	0	0	0	594
Total Dispositions Prior to Trial	2,891	683	0	0	0	3,574
Dispositions at Trial:						
<i>Trial by Judge</i>						
Guilty	184	507	---	---	---	691
Not Guilty	42	57	---	---	---	99
Civil Trials	---	---	106	276	41	423
<i>Trial by Jury</i>						
Guilty	1	0	---	---	---	1
Not Guilty	0	0	---	---	---	0
Civil Trials	---	---	4	5	0	9
<i>Dismissed at Trial</i>	726	245	0	0	0	971
Total Dispositions at Trial	953	809	110	281	41	2,194
Cases Dismissed After:						
<i>Driving Safety Course</i>	385	---	---	---	---	385
<i>Deferred Disposition</i>	12	18	---	---	---	30
<i>Proof of Financial Responsibility</i>	121	---	---	---	---	121
Total Cases Dismissed After	518	18	---	---	---	536
TOTAL DISPOSITIONS	4,362	1,510	110	281	41	6,304
CASES APPEALED	0	0	0	0	0	0
JUVENILE ACTIVITY:						
Warnings Administered						0
Statements Certified						0
Detention Hearings Held						0
Failure to Attend School Cases Filed						334
Violation of Local Daytime Curfew Ordinance Cases Filed						11
Referred to Juvenile Court for Delinquent Conduct						0
Held in Contempt, Fined, or Denied Driving Privileges						0
OTHER ACTIVITY:						
Parent Contributing to Nonattendance Cases Filed						604
Peace Bond Hearings Held						0
Class A or B Misdemeanor Complaints Accepted						0
Felony Complaints Accepted						0
Examining Trials Conducted						0
Inquests Conducted						0
Safety Responsibility and Driver's License Suspension Hearings Held						24
Search Warrants Issued						0
Arrest Warrants Issued:						
Class C Misdemeanors Only					4,356	
Felonies and Class A and B Misdemeanors Only					0	
Total Arrest Warrants Issued						4,356
Magistrate Warnings Given						8
Emergency Mental Health Hearings Held						0
Magistrate's Orders for Emergency Protection						0
Conference Held Prior to Legal Action Resulting in:						
Legal Action Being Filed in Court			Criminal	Civil	Total	
No Legal Action Being Taken			0	0	0	
			0	0	0	
TOTAL REVENUE						\$775,633

Activity Report for Justice Courts - El Paso Precinct 5 Place 1

October 1, 2006 to September 30, 2007

100.0 Percent Reporting Rate						
12 Reports Received Out of a Possible 12						
	CRIMINAL CASES		CIVIL CASES			REPORTED TOTALS
	Traffic Misdemeanors	Non-Traffic Misdemeanors	Small Claims Suits	Forcible Entry & Detainer	Other Civil Suits	
NEW CASES FILED	3,834	1,561	84	406	157	6,042
DISPOSITIONS:						
Dispositions Prior to Trial:						
<i>Bond Forfeitures</i>	0	0	---	---	---	0
<i>Fined</i>	1,923	87	---	---	---	2,010
<i>Cases Dismissed</i>	123	131	0	0	0	254
Total Dispositions Prior to Trial	2,046	218	0	0	0	2,264
Dispositions at Trial:						
<i>Trial by Judge</i>						
Guilty	1	23	---	---	---	24
Not Guilty	0	10	---	---	---	10
Civil Trials	---	---	9	129	47	185
<i>Trial by Jury</i>						
Guilty	0	0	---	---	---	0
Not Guilty	0	0	---	---	---	0
Civil Trials	---	---	0	0	0	0
<i>Dismissed at Trial</i>	0	357	0	1	0	358
Total Dispositions at Trial	1	390	9	130	47	577
Cases Dismissed After:						
<i>Driving Safety Course</i>	1	---	---	---	---	1
<i>Deferred Disposition</i>	0	0	---	---	---	0
<i>Proof of Financial Responsibility</i>	23	---	---	---	---	23
Total Cases Dismissed After	24	0	---	---	---	24
TOTAL DISPOSITIONS	2,071	608	9	130	47	2,865
CASES APPEALED	0	0	0	0	0	0
JUVENILE ACTIVITY:						
Warnings Administered						0
Statements Certified						0
Detention Hearings Held						0
Failure to Attend School Cases Filed						1,431
Violation of Local Daytime Curfew Ordinance Cases Filed						0
Referred to Juvenile Court for Delinquent Conduct						0
Held in Contempt, Fined, or Denied Driving Privileges						0
OTHER ACTIVITY:						
Parent Contributing to Nonattendance Cases Filed						490
Peace Bond Hearings Held						0
Class A or B Misdemeanor Complaints Accepted						0
Felony Complaints Accepted						1
Examining Trials Conducted						0
Inquests Conducted						0
Safety Responsibility and Driver's License Suspension Hearings Held						3
Search Warrants Issued						16
Arrest Warrants Issued:						
Class C Misdemeanors Only					26	
Felonies and Class A and B Misdemeanors Only					70	
Total Arrest Warrants Issued						96
Magistrate Warnings Given						0
Emergency Mental Health Hearings Held						0
Magistrate's Orders for Emergency Protection						0
Conference Held Prior to Legal Action Resulting in:						
Legal Action Being Filed in Court			Criminal	Civil	Total	
No Legal Action Being Taken			0	0	0	
			0	0	0	
TOTAL REVENUE						\$388,235