

THIN LINE SOFTWARE

MONTHLY REPORTING CHECKLIST

Texas Municipal Court Monthly OCA Reporting Checklist

Originally published: August 2026 · Last reviewed: September 2026

Printable take-away from How to prepare, review, and submit the Texas Municipal Court Monthly Report.

Texas Municipal Court Monthly OCA Reporting Checklist

A practical monthly-close checklist for Texas municipal court clerks. Work the same six stages every month. Correct an earlier report only when an error is later identified.

Prepare

- ☐ Confirm the reporting month and year.
- ☐ Confirm the current Official Municipal Court Monthly Report instructions and CARD guidance.
- ☐ Prepare or generate the reporting data from the court's source records.
- ☐ Verify that expected court activity is represented in the applicable report sections.
- ☐ Identify obvious missing or incomplete records before review begins.

Review

- ☐ Review each applicable report section: Criminal, Civil / Administrative, Juvenile / Minor, and Additional Court Activity.
- ☐ Review classifications and OCA categories against the underlying activity.
- ☐ Investigate unexpected zeros.
- ☐ Investigate unusual changes from a normal month for this court.
- ☐ Review applicable CARD or source-system validation messages.

Reconcile

- ☐ Resolve applicable out-of-balance conditions before treating the month as finished.
- ☐ Trace discrepancies to the underlying cases or activity.
- ☐ Correct source information where appropriate so the report and the docket continue to agree.
- ☐ Regenerate and review the report after each material correction.
- ☐ Document any legitimate exception that remains.

Submit

- ☐ Submit through the applicable CARD workflow no later than 20 days after the end of the reported month.
- ☐ Use manual CARD entry or XML upload as applicable.
- ☐ Include required sections, including a No Activity indication where a required section had no reportable work.

- ☐ Resolve submission or validation issues before leaving CARD.

Confirm

- ☐ Confirm the report was successfully received or accepted as the current CARD workflow indicates.
- ☐ Check the court home page for sections displayed as out of balance.
- ☐ Retain appropriate submission evidence using what CARD and the court actually produce.
- ☐ Record the completion date and responsible person if that helps the court's internal process.

Retain

- ☐ Retain the submitted report and appropriate source records according to applicable requirements and court policy.
- ☐ Retain the court's own monthly report or tracking form, not only a later printout from the OCA website, as current CARD manual-entry guidance describes.
- ☐ Retain reconciliation notes and supporting documentation as appropriate.
- ☐ Preserve enough information to investigate a later question about the month.

Correct if necessary

- ☐ Identify the affected reporting month.
- ☐ Follow current CARD and OCA correction procedures for that month.
- ☐ Correct or resubmit the appropriate report, beginning with the oldest affected month when more than one month is involved.
- ☐ Review later submitted months that carry pending balances.
- ☐ Do not manipulate a later month simply to offset the earlier error.

Checklist disclaimer

This checklist is a practical workflow aid and does not replace the Official Municipal Court Monthly Report, OCA reporting instructions, CARD validation, or guidance from the Texas Office of Court Administration.

Generated from the Thin Line Software resource library. Read this guide online: <https://thinline.software/resources/texas-municipal-court-oa-reporting-guide#monthly-oa-reporting-checklist>