

**ANNUAL FINANCIAL REPORT**

**OFFICE OF COURT ADMINISTRATION,  
TEXAS JUDICIAL COUNCIL**

**FISCAL YEAR ENDED AUGUST 31, 2011**



**OFFICE OF COURT ADMINISTRATION**

**TABLE OF CONTENTS**

I.	LETTER OF TRANSMITTAL.....	1
II.	EXHIBIT I – COMBINED BALANCE SHEET/STATEMENT OF NET ASSETS .....	2
III.	EXHIBIT II – COMBINED STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE.....	4
IV.	NOTES TO THE FINANCIAL STATEMENTS .....	7
V.	EXHIBIT A-1 BALANCE SHEET – All General and Consolidated Funds.....	17
VI.	EXHIBIT A-2 COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – All General and Consolidated Funds.....	19
VII.	SCHEDULE 1A: Schedule of Expenditures of Federal Awards .....	21
VIII.	ADDENDUM	
	A. Organization and General Comments.....	23
	B. Organization Chart.....	33





# OFFICE OF COURT ADMINISTRATION

CARL REYNOLDS  
Administrative Director

November 20, 2011

Honorable Rick Perry, Governor  
Honorable Susan Combs, State Comptroller  
John O'Brien, Director, Legislative Budget Board  
John Keel, CPA, State Auditor

Lady and Gentlemen:

We are pleased to submit the Annual Financial Report of the Office of Court Administration for the year ended August 31, 2011, in compliance with TEX. GOV'T CODE ANN §2101.011 and in accordance with the requirements established by the Comptroller of Public Accounts.

Due to the statewide requirements embedded in Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, the Comptroller of Public Accounts does not require the accompanying annual financial report to comply with all the requirements in this statement. The financial report will be considered for audit by the State Auditor as part of the audit of the State of Texas *Comprehensive Annual Financial Report (CAFR)*; therefore, an opinion has not been expressed on the financial statements and related information contained in this report.

If you have any questions, please contact Glenna R. Bowman, Chief Financial Officer at (512) 463-1627.

Sincerely,

A handwritten signature in cursive script that reads "Carl Reynolds". To the right of the signature is a smaller, less legible handwritten mark.

Carl Reynolds  
Administrative Director

UNAUDITED

Office of Court Administration, Texas Judicial Council (212)

EXHIBIT I - COMBINED BALANCE SHEET/STATEMENT OF NET ASSETS: Governmental Funds  
August 31, 2011

	GOVT FUND TYPES		CAPITAL ASSETS ADJUSTMENTS	LONG-TERM LIABILITIES ADJUSTMENTS
	GENERAL FUNDS	GOVT FUNDS TOTAL		
<b>ASSETS</b>				
Current Assets:				
Cash and Cash Equivalents				
Cash on Hand	\$	\$	\$	\$
Cash in Bank (Note 3)		2,000.00		
Cash in State Treasury	10,119,702.80	10,119,702.80		
Legislative Appropriations	3,080,100.92	3,080,100.92		
Accounts Receivables	47,534.88	47,534.88		
Interfund Receivables (Note 12)				
Due From Other Agencies (Note 12)	845,301.92	845,301.92		
Consumable Inventories	18,966.36	18,966.36		
Total Current Assets	<u>14,113,606.88</u>	<u>14,113,606.88</u>	<u>0</u>	<u>0</u>
Non-Current Assets:				
Capital Assets:				
Non-Depreciable				
Construction in Progress			2,673,110.56	
Depreciable				
Furniture and Equipment			1,911,865.94	
Less Accumulated Depreciation			(1,000,897.25)	
Other Capital Assets				
Less Accumulated Depreciation				
Depreciable or Amortizable, Net			<u>1,623,940.51</u>	
Total Non-Current Assets			<u>5,208,019.76</u>	
<b>TOTAL ASSETS</b>	<b>\$ <u>14,113,606.88</u></b>	<b>\$ <u>14,113,606.88</u></b>	<b>\$ <u>5,208,019.76</u></b>	<b>\$ <u>0</u></b>
<b>LIABILITIES AND FUND BALANCES</b>				
Current Liabilities:				
Payables from				
Accounts Payable	\$ 7,573,611.62	\$ 7,573,611.62	\$	\$
Payroll Payable	1,420,430.80	1,420,430.80		
Interfund Payable				
Due to Other Agencies	63,590.26	63,590.26		
Employees' Compensable Leave (Note 5)				846,088.48
Funds Held for Others				
Total Current Liabilities	<u>9,057,632.68</u>	<u>9,057,632.68</u>	<u>0</u>	<u>846,088.48</u>
Non-Current Liabilities				
Employees' Compensable Leave (Note 5)				535,857.14
Total Non-Current Liabilities			<u>0</u>	<u>535,857.14</u>
<b>TOTAL LIABILITIES</b>	<b>9,057,632.68</b>	<b>9,057,632.68</b>	<b>0</b>	<b>1,381,945.62</b>
<b>FUND FINANCIAL STATEMENT-FUND</b>				
<b>FUND BALANCES (DEFICITS):</b>				
Reserved for:				
Nonspendable	17,284.84	17,284.84		
Restricted				
Unassigned	1,038,091.47	1,038,091.47		
Committed	4,000,597.89	4,000,597.89		
<b>TOTAL FUND BALANCES</b>	<b><u>5,055,974.20</u></b>	<b><u>5,055,974.20</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ <u>14,113,606.88</u></b>	<b>\$ <u>14,113,606.88</u></b>		
<b>GOVERNMENT-WIDE STATEMENT-NET ASSETS</b>				
Net Assets:				
Invested in Capital Assets				
Net of Related Debt			5,208,019.76	
Restricted for:				
Unemployment				
Employee Benefit				
Other				
Unrestricted				(1,381,945.62)
Total Net Assets		2	<u>\$ 5,208,019.76</u>	<u>\$ (1,381,945.62)</u>

OTHER ADJUSTMENTS	STATEMENT OF NET ASSETS
----------------------	-------------------------------

---

\$	\$	
		2,000.00
		10,119,702.80
		3,080,100.92
		47,534.88
		845,301.92
		18,966.36
		14,113,606.88
	0	

		2,673,110.56
		1,911,865.94
		(1,000,897.25)
		1,623,940.51
		5,208,019.76
	0	19,321,626.64

\$	\$	
		7,573,611.62
		1,420,430.80
		63,590.26
		846,088.48
		9,903,721.16
	0	

		535,857.14
		535,857.14
	0	10,439,578.30

		17,284.84
		1,038,091.47
		4,000,597.89
		5,055,974.20
	0	

		5,208,019.76
		(1,381,945.62)
		8,882,048.34
	0	8,882,048.34

UNAUDITED

Office of Court Administration, Texas Judicial Council (212)

EXHIBIT II - COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCE/STATEMENT OF  
ACTIVITIES - GOVERNMENTAL FUNDS  
All Governmental Fund Types  
For the fiscal year ended August 31, 2011

	GENERAL FUNDS	GOVERNMENTAL FUNDS TOTAL	CAPITAL ASSET ADJUSTMENTS
<b>REVENUES:</b>			
Legislative Appropriations:			
Original Appropriations Revenue	\$ 10,047,723.00	\$ 10,047,723.00	\$
Add'l Appropriations Revenue	2,393,246.48	2,393,246.48	
Federal Revenue - No Match - Other (see Schedule 1A)	12,890.80		
Federal Pass-Thru Revenues (see Schedule 1A)	6,298,834.07	6,298,834.07	
State Grant Pass-Thru Revenues			
Licenses, Fees and Permits	30,920,391.14	30,920,391.14	
Sales of Goods and Services	194.94		
Other Revenues	297,187.96	297,187.96	
<b>Total Revenues</b>	<u>49,970,468.39</u>	<u>49,970,468.39</u>	<u>0.00</u>
<b>EXPENDITURES:</b>			
Salaries and Wages	14,241,205.46	14,241,205.46	
Payroll Related Costs	3,025,881.99	3,025,881.99	
Professional Fees and Services	421,065.85	421,065.85	
Travel	630,416.13	630,416.13	
Materials and Supplies	355,395.69	355,395.69	
Communication and Utilities	252,876.53	252,876.53	
Repairs and Maintenance	864,155.43	864,155.43	
Rentals and Leases	35,149.14	35,149.14	
Printing and Reproduction	12,345.13	12,345.13	
Claims and Judgments	0.00	0.00	
Intergovernmental Payments	29,232,998.23	29,232,998.23	
Other Operating Expenditures	954,221.13	954,221.13	
Capital Outlay	1,039,341.09	1,039,341.09	(646,995.65)
Depreciation Expense and Amortization	0.00	0.00	737,443.54
<b>Total Expenditures/Expenses</b>	<u>51,065,051.80</u>	<u>51,065,051.80</u>	<u>90,447.89</u>
Excess (deficiency) of revenues over expenditures	<u>(1,094,583.41)</u>	<u>(1,094,583.41)</u>	<u>(90,447.89)</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating Transfer In (Fund 0001)			
Operating Transfer Out (Fund 0001)			
Sales of Capital Assets			
Operating Transfer-In (see Note 12)	19,360.71	19,360.71	0.00
Operating Transfer-Out (see Note 12)			
Appropriation Transfer-In	345,155.95	345,155.95	
Appropriation Transfer-Out	(868,611.12)	(868,611.12)	
Gain (Loss) on Sale of Capital Assets			(1,849.96)
Inc(Decr) Net Assets - Interagency Transfer of Capital Assets			
<b>Total Other Financing Sources (Uses)</b>	<u>(504,094.46)</u>	<u>(504,094.46)</u>	<u>(1,849.96)</u>
Excess (deficit) of revenue & other financing sources over expenditures & other financing uses	<u>(1,598,677.87)</u>	<u>(1,598,677.87)</u>	
<b>FUND FINANCIAL STATEMENT-FUND BALANCES</b>			
Fund Balances - Beginning	6,674,846.49	6,674,846.49	
Restatements	0.00	0.00	
Fund Balances, September 1, 2010, as Restated	6,674,846.49	6,674,846.49	
Appropriations Lapsed	(20,194.42)	(20,194.42)	
<b>FUND BALANCES - August 31, 2011</b>	<u>\$ 5,055,974.20</u>	<u>5,055,974.20</u>	
<b>Government-wide Statement-Net Assets</b>			
Change in Net Assets		5,055,974.20	\$ (92,297.85)
Net Assets-Beginning			5,208,019.76
Restatements (Note 14)			0.00
Compensable Leave Balance in GLTDAG			
Net Assets, September 1, 2011, as Restated and Adjusted			<u>\$ 5,208,019.76</u>
Net Assets - August 31, 2011	\$	<u>5,055,974.20</u>	<u>\$ 5,115,721.91</u>



LONG-TERM LIABILITIES ADJUSTMENTS	OTHER ADJUSTMENTS	STATEMENT OF ACTIVITIES
\$	\$	\$
		10,047,723.00
		2,393,246.48
		0.00
		6,298,834.07
		0.00
		30,920,391.14
		0.00
		297,187.96
<u>0.00</u>	<u>0.00</u>	<u>49,957,382.65</u>
84,967.29		14,326,172.75
		3,025,881.99
		421,065.85
		630,416.13
		355,395.69
		252,876.53
		864,155.43
		35,149.14
		12,345.13
		0.00
		29,232,998.23
		954,221.13
		392,345.44
		737,443.54
<u>84,967.29</u>	<u>0.00</u>	<u>51,240,466.98</u>
<u>(84,967.29)</u>	<u>0.00</u>	<u>(1,283,084.33)</u>
		0.00
		0.00
		0.00
		19,360.71
		0.00
		345,155.95
		(868,611.12)
		(1,849.96)
<u>0.00</u>	<u>0.00</u>	<u>(505,944.42)</u>
		(1,598,677.87)
		0.00
		0.00
		6,674,846.49
		0.00
		0.00
		0.00
		(1,598,677.87)
<u>(84,967.29)</u>	<u>0.00</u>	<u>4,878,709.06</u>
(1,381,945.62)		3,826,074.14
		0.00
		0.00
<u>(1,381,945.62)</u>	<u>0.00</u>	<u>3,826,074.14</u>
<u>\$ (1,466,912.91)</u>	<u>\$ 0.00</u>	<u>\$ 8,704,783.20</u>

**This page intentionally left blank.**

## Notes to the Financial Statements

<b>NOTE 1: Summary of Significant Accounting Policies</b>
---

### Entity

The Office of Court Administration (OCA) is an agency of the State of Texas and its financial records comply with state statutes and regulations. This includes compliance with the Texas Comptroller of Public Accounts' Reporting Requirements for State Agencies.

The Office of Court Administration of the Texas Judicial System was created by the Sixty-fifth Legislature, which authorized the Office to operate in conjunction with the existing Texas Judicial Council. This legislation established a multi-purpose agency to operate under the supervision of the Texas Supreme Court. The Office of Court Administration and the Texas Judicial Council, a blended component unit, and their respective duties are discussed in detail in the Addendum to this report.

The Office of Court Administration has identified no discrete component units, which require disclosure.

Due to the significant changes related to Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, the Comptroller of Public Accounts does not require the accompanying annual financial report to be in compliance with generally accepted accounting principles (GAAP). The financial report will be considered for audit by the State Auditor as part of the audit of the State of Texas Comprehensive Annual Financial Report; therefore, an opinion has not been expressed on the financial statements and related information contained in this report.

### Fund Structure

The accompanying financial statements are presented on the basis of funds and account groups, each of which is considered a separate accounting entity.

#### **Governmental Fund Types & Government-wide Adjustment Fund Types**

##### General Fund

The General Fund is the principal operating fund used to account for most of the state's general activities. It accounts for all financial resources except those accounted for in the other funds.

##### Capital Asset Adjustment Fund Type

Capital Asset Adjustment Fund (Fund 0998) will be used to convert governmental fund types' capital assets from modified accrual to full accrual.

##### Long-Term Liabilities Adjustment Fund Type

Long-Term Liabilities Adjustment Fund (Fund 0997) will be used to convert governmental fund types' debt from modified accrual to full accrual.

#### **Fiduciary Fund Types**

Fiduciary funds account for assets held by the state in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. When assets are held under the terms of a formal trust agreement, either a pension trust fund, or a private purpose fund is used.

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

---

**Agency Funds**

Agency funds are used to account for assets held as an agent for individuals, other government entities, and/or other funds. These funds are custodial in nature and do not involve measurement of results of operations.

**Component Units**

The Office of Court Administration (OCA) operates in conjunction with the Texas Judicial Council as a blended component Unit. Additional information regarding the relationship between OCA and the Council can be found in Note 19.

**Basis of Accounting**

The basis of accounting determines when revenues and expenditures or expenses are recognized in the accounts reported in the financial statements. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus.

Governmental fund types that build the fund financial statements are accounted for using the modified accrual method basis of accounting. Under the modified accrual method, revenues are recognized in the period in which they become both measurable and available to finance operations of the fiscal year or liquidate liabilities existing at fiscal year end. The State of Texas considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year for Fund Financial Statements prepared on the modified basis of accrual. Expenditures and other uses of financial resources are recognized when the related liability is incurred.

Governmental adjustment fund types that will build the government-wide financial statements are accounted for using the full accrual method of accounting. This includes unpaid employee compensable leave, the unmatured debt service (principal and interest) on general long-term liabilities, long-term capital leases, and long-term claims and judgments. The activity is recognized in these fund types.

**Budgets and Budgetary Accounting**

The budget is prepared biennially and represents appropriations authorized by the legislature and approved by the governor (the General Appropriations Act).

Unencumbered appropriations are generally subject to lapse 60 days after the end of the fiscal year for which they were appropriated.

**Assets, Liabilities, and Fund Balances/Net Assets**

**ASSETS**

**Inventories**

Consumable inventories include supplies and postage on hand at year-end.

**Current Receivables - Other**

Other receivables include year-end revenue accruals. This account can appear in governmental and proprietary fund types.

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

---

**Capital Assets**

Assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year should be capitalized. These assets are capitalized at cost or, if not purchased, at appraised fair value as of the date of acquisition. Purchases of assets by governmental funds are reported as expenditures. Depreciation is reported on all "exhaustible" assets. Assets are depreciated over the estimated useful life of the asset using the straight-line method.

**LIABILITIES**

---

**Accounts Payable**

Accounts Payable represents the liability for the value of assets or services received at the balance sheet date for which payment is pending.

**Employees' Compensable Leave**

Employees' Compensable Leave Balances represent the liability that becomes "due" upon the occurrence of relevant events such as resignations, retirements, and uses of leave balances by covered employees. Liabilities are reported separately as either current or noncurrent in the statement of net assets.

**FUND BALANCE/NET ASSETS**

---

The difference between fund assets and liabilities is 'Net Assets' on the government-wide, proprietary and fiduciary fund statements, and the 'Fund Balance' is the difference between fund assets and liabilities on the governmental fund statements.

**Reserved for Encumbrances**

This represents commitments of the value of contracts awarded or assets ordered prior to year-end but not received as of that date. Encumbrances are not included with expenditures or liabilities. They represent current resources designated for specific expenditures in subsequent operating periods.

**Reserved for Consumable Inventories**

This represents the amount of supplies, postage and prepaids to be used in the next fiscal year.

**Unreserved/Undesignated:**

This represents the unappropriated balance at year-end.

**INTERFUND TRANSACTIONS AND BALANCES**

---

The agency has the following types of transactions among funds:

- (1) Transfers: Legally required transfers that are reported when incurred as 'Transfers In' by the recipient fund and as 'Transfers Out' by the disbursing fund.
- (2) Reimbursements: Reimbursements of expenditures made by one fund for another that are recorded as expenditures in the reimbursing fund and as a reduction of expenditures in the reimbursed fund.
- (3) Interfund receivables and payables: Interfund loans are reported as interfund receivables and payables. If repayment is due during the current year or soon thereafter it is classified as "Current", repayment of two (or more) years is classified as "Non-current".

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

**NOTE 2: Capital Assets**

A summary of changes in Capital Assets for the year ended August 31, 2011 is presented below:

	PRIMARY GOVERNMENT							Balance 08/31/10
	Balance 09/01/09	Adjustments	Reclassifications Completed CIP	Reclassifications Inc-Inf'gy Trans	Reclassifications Dec-Inf'gy Trans	Additions	Deletions	
<b>GOVERNMENTAL ACTIVITIES</b>								
<b>Non-depreciable or Non-amortizable Assets</b>								
Land and Land Improvements								0
Infrastructure								0
Construction in Progress	2,673,110.56	(41,027.87)				375,052.50		3,007,135.19
Other Tangible Capital Assets								0
Land Use Rights								0
Other Intangible Capital Assets								0
<b>Total Non-depreciable or Non-amortizable Assets</b>	<b>2,673,110.56</b>	<b>(41,027.87)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>375,052.50</b>	<b>0</b>	<b>3,007,135.19</b>
<b>Depreciable Assets</b>								
Buildings and Building Improvements								0
Infrastructure								0
Facilities and Other Improvements								0
Furniture and Equipment	1,911,865.94	0	0	0	0	271,943.15	(237,167.23)	1,946,641.86
Vehicle, Boats and Aircraft								0
Other Capital Assets								0
<b>Total Depreciable Assets</b>	<b>1,911,865.94</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>271,943.15</b>	<b>(237,167.23)</b>	<b>1,946,641.86</b>
<b>Less Accumulated Depreciation for:</b>								
Buildings and Building Improvements								0
Infrastructure								0
Facilities and Other Improvements								0
Furniture and Equipment	(1,000,897.25)					(271,290.35)	235,317.27	(1,036,870.33)
Vehicles, Boats and Aircraft								0
Other Capital Assets								0
<b>Total Accumulated Depreciation</b>	<b>(1,000,897.25)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(271,290.35)</b>	<b>235,317.27</b>	<b>(1,036,870.33)</b>
<b>Depreciable Assets, Net</b>	<b>910,968.69</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>652.80</b>	<b>(1,849.96)</b>	<b>909,771.53</b>
<b>Amortizable Assets - Intangible</b>								
Land Use Rights								0
Computer Software	2,446,181.67							2,446,181.67
Other Capital Intangible Assets								0
<b>Total Amortizable Assets - Intangible</b>	<b>2,446,181.67</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,446,181.67</b>
<b>Less Accumulated Amortization for:</b>								
Land Use Rights								0
Computer Software	(822,241.16)					(425,125.32)		(1,247,366.48)
Other Intangible Capital Assets								0
<b>Total Accumulated Amortization</b>	<b>(822,241.16)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(425,125.32)</b>	<b>0</b>	<b>(1,247,366.48)</b>
<b>Amortizable Assets - Intangible, Net</b>	<b>1,623,940.51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(425,125.32)</b>	<b>0</b>	<b>1,198,815.19</b>
<b>Governmental Activities Capital Assets, Net</b>	<b>5,208,019.76</b>	<b>(41,027.87)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(49,420.02)</b>	<b>(1,849.96)</b>	<b>5,115,721.91</b>
<b>COMPONENT UNITS</b>								
	Balance 9/1/PY	Adjustments	Reclassifications Completed CIP	Reclassifications Inc-Inf'gy Trans	Reclassifications Dec-Inf'gy Trans	Additions	Deletions	Balance 8/31/CY
<b>COMPONENT UNITS</b>								
<b>Non-depreciable or Non-amortizable Assets</b>								
Land and Land Improvements								0
Infrastructure								0
Construction in Progress								0
Other Tangible Capital Assets								0
Land Use Rights								0
Other Intangible Capital Assets								0
<b>Total Non-depreciable or Non-amortizable Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Depreciable Assets</b>								
Buildings and Building Improvements								0
Infrastructure								0
Facilities and Other Improvements								0
Furniture and Equipment								0
Vehicle, Boats and Aircraft								0
Other Capital Assets								0
<b>Total Depreciable Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Less Accumulated Depreciation for:</b>								
Buildings and Building Improvements								0
Infrastructure								0
Facilities and Other Improvements								0
Furniture and Equipment								0
Vehicles, Boats and Aircraft								0
Other Capital Assets								0
<b>Total Accumulated Depreciation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Depreciable Assets, Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Amortizable Assets - Intangible</b>								
Land Use Rights								0
Computer Software								0
Other Intangible Capital Assets								0
<b>Total Amortizable Assets - Intangible</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Less Accumulated Amortization for:</b>								
Land Use Rights								0
Computer Software								0
Other Intangible Capital Assets								0
<b>Total Accumulated Amortization</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Amortizable Assets - Intangible, Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Component Unit Activities Capital Assets, Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

**NOTE 3: Deposits, Investments, & Repurchase Agreements**

The Office of Court Administration is not authorized by statute to make any type of investments. Therefore, there were no violations of legal provisions during the period.

**Deposits of Cash in Bank**

As of August 31, 2011, the carrying amount of deposits was \$ 2,000.00 for Cash in Bank as presented below.

**Governmental and Business-Type Activities**

CASH IN BANK – CARRYING VALUE	\$2,000.00
Less: Certificates of Deposit included in carrying value and reported as Cash Equivalent	0.00
Less: Uninvested Securities Lending Cash Collateral included in carrying value and reported as Securities Lending Collateral	0.00
Less: Securities Lending CD Collateral included in carrying value and reported as Securities Lending Collateral	0.00
Cash in Bank per AFR	\$2,000.00
Governmental Funds Current Assets Cash in Bank	\$2,000.00
Governmental Funds Non-Current Assets Restricted Cash in Bank	0.00
Governmental Funds Non-Current Assets Restricted Cash in Bank	0.00
Proprietary Funds Current Assets Cash in Bank	0.00
Proprietary Funds Current Assets Restricted Cash in Bank	0.00
Proprietary Funds Non-Current Restricted Cash in Bank	0.00
Cash in Bank per AFR	\$2,000.00

<b>Fiduciary Funds</b>	
Cash in Bank not applicable to the Office of Court Administration	N/A

<b>Discrete Component Unit</b>	
Cash in Bank not applicable to the Office of Court Administration	N/A

The agency's cash in bank balance is not subject to custodial credit risk or foreign currency.

**Investments, Reverse Repurchase Agreements, Securities Lending, and Derivatives**

Investments, reverse repurchase agreements, securities lending, and derivatives are not applicable to the Office of Court Administration.

**NOTE 4: Short-Term Debt**

Not applicable to this agency.

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

**NOTE 5: Summary of Long Term Liabilities**

**Changes In Long-Term Liabilities**

During the year ended August 31, 2011, the following changes occurred in liabilities.

Governmental Activities	Balance 09-1-10	Additions	Deductions	Balance 08-31-11	Amounts Due Within One Year
Compensable Leave	\$ 1,381,945.62	\$1,030,758.16	\$945,790.87	\$1,466,912.91	\$845,609.47
Total Governmental Activities	\$ 1,381,945.62	\$1,030,758.16	\$945,790.87	\$1,466,912.91	\$845,609.47

**Employees' Compensable Leave**

A state employee is entitled to be paid for all unused vacation time accrued, in the event of the employee's resignation, dismissal, or separation from State employment, provided the employee has had continuous employment with the State for six months. Expenditures for accumulated annual leave balances are recognized in the period paid or taken in governmental fund types. For these fund types, the liability for unpaid benefits is recorded in the Statement of Net Assets. An expense and liability for proprietary fund types are recorded in the proprietary funds as the benefits accrue to employees. No liability is recorded for non-vesting accumulating rights to receive sick pay benefits.

**NOTE 6: Bonded Indebtedness**

Not applicable to this agency.

**NOTE 7: Capital Leases**

Not applicable to this agency.

**NOTE 8: Operating Leases**

Not applicable to this agency.

**NOTE 9: Retirement Plans (administering agencies only)**

Not applicable to this agency.

**NOTE 10: Deferred Compensation (administering agencies only)**

Not applicable to this agency.

**NOTE 11: Post Employment Health Care and Life Insurance Benefits (UT, A&M, TRS, and ERS only)**

Not applicable to this agency.

**NOTE 12: Interfund Activity and Transactions**



UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

As explained in Note 1 on Interfund Transactions and Balances, there are numerous transactions between funds and agencies. Year-end amounts to be received or paid are reported as:

- Interfund Receivables or Interfund Payables
- Due From Other Funds or Due to Other Funds
- Due from Other Agencies or Due to Other Agencies
- Transfers In or Transfers Out
- Legislative Transfers In or Legislative Transfers Out

Individual balances and activity at August 31, 2011, follows:

Required Note 12 Presentation:		
Current Portion	Current Interfund Receivable	Current Interfund Payable
GENERAL REVENUE (01)	-0-	-0-
<b>Total Interfund Receivable/Payable</b>	<b>-0-</b>	<b>-0-</b>

Required Note 12 Presentation:			
Non-Current Portion	Non-current Interfund Receivable	Non-current Interfund Payable	Purpose (Disclosure Required)
GENERAL REVENUE (01)	-0-	-0-	-0-
SPECIAL REVENUE (02)			
Appd Fund 0210 and D23 Fund 0210 (Agency 700, D23 Fund 0400)	-0-	-0-	-0-
ENTERPRISE FUND (05)			
Appd Fund 9999, D23 Fund 2000 (Agency 700, D23 Fund 0500)	-0-	-0-	-0-
<b>Total Interfund Receivable/Payable</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>

Optional Note 12 Presentation:			
	Due From Other Agencies	Due To Other Agencies	Source
General Revenue (01)			
Appd Fund 0001, D23 Fund 0001 (Agy 201, D23 Fund 0001)	\$159,670.47		Fed P-T
(Agy 302, D23 Fund 0001)	\$462,479.43		Fed P-T
(Agy 300, D23, Fund 5073)	\$17,152.02		State P-T
(Agy215, D23, Fund 5073)		\$63,590.26	State P-T
<b>Total Due From/To Other Agencies (Exh I)</b>	<b>\$639,301.92</b>		

Optional Note 12 Presentation:			
	TRANSFERS IN	TRANSFERS OUT	Purpose (Disclosure Required)
General Revenue (01)			
Appd Fund 0001, D23 Fund 0001 (Agy 302, D23, Fund 0001)	\$19,360.71		IV-D Program
(Agy 902, D23, Fund 0001)			
(Agy 215, D23 Fund 0001)		\$494,520.00	Operating Transfer
<b>Total Transfers for Fund 0001</b>	<b>\$19,360.71</b>	<b>\$0.00</b>	
<b>Total Transfers</b>	<b>\$19,360.71</b>	<b>\$0.00</b>	

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

Required Note 12 Presentation:		
	Legislative TRANSFERS IN	Legislative TRANSFERS OUT
General Revenue (01)		
Appd Fund 5073, D23 Fund 5073	-0-	\$460,433.20
Agy 902, D23 Fund 0001		
<b>Total Legislative Transfers</b>	<b>\$-0-</b>	<b>\$460,433.20</b>

**NOTE 13: Continuance Subject to Review**

The Office of Court Administration is not subject to Sunset review. However, both the Court Reporters Certification Board (CRCB) and the Guardianship Certification Board (GCB) are administratively attached to OCA, and both of those boards are subject to Sunset review. For the GCB, the effective date of abolition unless continued in existence by a certain Legislative Session is September 1, 2015. If abolished, the last date they may continue to operate in order to close out their operations is August 31, 2015. For the CRCB, the effective date of abolition unless continued in existence by a certain Legislative Session is September 1, 2017. If abolished, the last date they may continue to operate in order to close out their operations is August 31, 2017. The OCA provides administrative support to the Process Server Review Board. It is subject to Sunset review as if it were a State agency, but may not be abolished. The review shall be conducted if it were scheduled to be abolished by September 1, 2017.

**NOTE 14: Adjustments to Fund Balance/Net Assets**

A restatement of \$41,027.87 was made to reclassify a non-depreciable/non-amortizable asset to an expensed item because this software project did not meet capitalization threshold requirements. Therefore, it should not be included in our Fund Balance/Net Assets.

	<i>Non-Depreciable/Non-Amortizable Assets- Construction in Progress</i>	<i>Total</i>
Fund Balance/Net Assets August 31, 2010	\$2,673,110.56	\$2,673,110.56
Restatement	\$41,027.87	\$41,027.87
<b>Fund Balance/Net Assets September 1, 2010 as Restated</b>	<b>\$2,632,082.71</b>	<b>\$2,632,082.71</b>

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

**NOTE 15: Contingent Liabilities**

The agency has no contingent liabilities at this time.

**NOTE 16: Subsequent Events**

Not applicable to this agency.

**NOTE 17: Risk Management**

The Office of Court Administration (OCA) is exposed to risk of loss in the following areas: torts, theft, damage, or destruction of assets, errors or omissions, and job-related illnesses or injuries to employees. It is agency policy to periodically assess the proper combination of commercial insurance and retention of risk to cover losses to which it may be exposed.

OCA assumes substantially all risks associated with liability claims due to the performance of its duties. For all losses as a result of any claims for a wrongful act (i.e., any actual or alleged error, misstatement, misleading statement, act or omission, or neglect or breach of duty by the administrative director of the agency), including employment discrimination, wrongful terminations, and alleged retaliatory acts, the agency has purchased a Public Officials and Employment Practices Liability Policy from AIG, a commercial insurance carrier. The policy includes costs of defense, and has a \$100,000 deductible. There were no claims against this policy in FY 2011.

OCA's liabilities are reported when it is both probable that a loss has occurred and the amount of that loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Liabilities are re-evaluated periodically to consider current settlements, frequency of claims, past experience and economic factors.

Changes in the balances of the agency's claims liabilities during fiscal 2010 and 2011 were as follows:

	<b>Beginning of Fiscal year Liability</b>	<b>Current Year Claims and Changes in Estimates</b>	<b>Claim Payments</b>	<b>Balance at Fiscal Year-End</b>
2010	\$ 0	\$ 0	\$ 0	\$ 0
2011	\$ 0	\$ 0	\$ 0	\$ 0

**NOTE 18: Management Discussion and Analysis (Material Changes to AFR)**

The Office of Court Administration has no material changes to report.

**NOTE 19: The Financial Reporting Entity**

The Financial Reporting Entity

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

As required by generally accepted accounting principles, the financial statements represent the Office of Court Administration and the Texas Judicial Council.

**Individual Component Unit Disclosures**

Blended Component Unit

Chapter 71 of the Government Code classifies the Texas Judicial Council as a "state agency", however; the Council is not appropriated any funds. The Office of Court Administration reimburses Council members for travel and other expenses while they are performing official duties, but they are not compensated for their services. The Addendum to this report outlines the duties of the Office of Court Administration and the Texas Judicial Council.

**NOTE 20: Stewardship, Compliance and Accountability**

Not applicable to this agency.

**NOTE 21: N/A**

Not applicable to this agency.

**NOTE 22: Donor-Restricted Endowments**

Not applicable to this agency.

**NOTE 23: Extraordinary and Special Items**

Not applicable to this agency.

**NOTE 24: Disaggregation of Receivable and Payable Balances**

Not applicable to this agency.

**NOTE 25: Termination Benefits**

Not applicable to this agency.

**NOTE 26: Segment Information**

Not applicable to this agency.

**Office of Court Administration (212)**  
**Exhibit A-1 - Balance Sheet - All General and Consolidated Funds**  
 August 31, 2011

	<u>General Revenue</u>	<u>Consolidated</u>	
	<u>Fund 0001</u>	<u>Account</u>	
	<u>(0001)</u>	<u>Fund 0001</u>	<u>Total</u>
	<u>U/F (0001)</u>	<u>U/F (5073)</u>	<u>(Ex I)</u>
<b>ASSETS</b>			
Current Assets:			
Cash and Cash Equivalents:			
Cash on Hand	\$	\$	\$ -
Cash in Bank	2,000.00		2,000.00
Cash in State Treasury	-	10,119,702.80	10,119,702.80
Legislative Appropriations	3,080,100.92		3,080,100.92
Accounts Receivable	47,534.88		47,534.88
Interfund Receivables (Note 12)			-
Due From Other Agencies (Note 12)	639,301.92	206,000.00	845,301.92
Consumable Inventories	18,966.36		18,966.36
<b>Total Current Assets</b>	<u>3,787,904.08</u>	<u>10,325,702.80</u>	<u>14,113,606.88</u>
Non-Current Assets:			
Capital Assets:			
Depreciable			
Furniture and Equipment			-
Less Accumulated Depreciation			-
Other Capital Assets			-
Less Accumulated Depreciation			-
<b>Total Noncurrent Assets</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Assets</b>	<u>\$ 3,787,904.08</u>	<u>\$ 10,325,702.80</u>	<u>\$ 14,113,606.88</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Current Liabilities:			
Payables From:			
Accounts Payable	\$ 1,585,764.65	\$ 5,987,846.97	\$ 7,573,611.62
Payroll Payable	1,334,341.89	86,088.91	1,420,430.80
Interfund Payable	-		-
Due To Other Agencies	-	63,590.26	63,590.26
Employees Compensable Leave			-
Funds Held for Others			-
<b>Total Current Liabilities</b>	<u>2,920,106.54</u>	<u>6,137,526.14</u>	<u>9,057,632.68</u>
Non-Current Liabilities:			
Employees Compensable Leave			-
<b>Total Non-Current Liabilities</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Liabilities</b>	<u>2,920,106.54</u>	<u>6,137,526.14</u>	<u>9,057,632.68</u>
<b>FUND FINANCIAL STATEMENT-FUND BALANCES</b>			
Fund Balances (Deficits):			
Nonspendable	17,284.84		17,284.84
Restricted	-		-
Unassigned	850,512.70	187,578.77	1,038,091.47
Committed		4,000,597.89	4,000,597.89
			-
<b>Total Fund Balances</b>	<u>867,797.54</u>	<u>4,188,176.66</u>	<u>5,055,974.20</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 3,787,904.08</u>	<u>\$ 10,325,702.80</u>	<u>\$ 14,113,606.88</u>

**This page intentionally left blank.**

UNAUDITED

Office of Court Administration (212)  
 Exhibit A-2 -Combining Statement of Revenues, Expenditures, and  
 Changes in Fund Balances – All General and Consolidated Funds  
 For the Fiscal Year Ended August 31, 2011

	General Revenue	Consolidated Accounts	
	Fund 1	Fund 1	Total
	(0001)	(0001)	(Ex II)
	U/F (0001)	U/F (5073)	
<b>REVENUES</b>			
Legislative Appropriations:			
Original Appropriations	\$ 10,047,723.00	\$	\$ 10,047,723.00
Additional Appropriations	2,393,246.48		2,393,246.48
Federal Receipts - No Match - Other	12,890.80		12,890.80
Federal Pass-Through Revenue	6,048,592.61	250,241.46	6,298,834.07
State Grant Pass-Through	-	-	-
Licenses, Fees & Permits	14,131.90	30,906,259.24	30,920,391.14
Sales of Goods and Services	194.94		194.94
Other	266,290.96	30,897.00	297,187.96
<b>Total Revenues</b>	<b>18,783,070.69</b>	<b>31,187,397.70</b>	<b>49,970,468.39</b>
<b>EXPENDITURES</b>			
Salaries and Wages	13,460,341.47	780,863.99	14,241,205.46
Payroll Related Costs	2,877,064.66	148,817.33	3,025,881.99
Professional Fees and Services	420,825.38	240.47	421,065.85
Travel	593,898.06	36,518.07	630,416.13
Materials and Supplies	341,340.89	14,054.80	355,395.69
Communication and Utilities	242,889.71	9,986.82	252,876.53
Repairs and Maintenance	864,007.37	148.06	864,155.43
Rentals & Leases	31,826.70	3,322.44	35,149.14
Printing and Reproduction	11,040.36	1,304.77	12,345.13
Claims and Judgments	-	-	-
Intergovernmental Payments	-	29,232,998.23	29,232,998.23
Other Expenditures	642,906.93	311,130.75	954,037.68
Debt Service-Capital Leases	183.45	-	183.45
Capital Outlay	1,039,341.09	-	1,039,341.09
Depreciation Expense	-	-	-
<b>Total Expenditures/Expenses</b>	<b>20,525,666.07</b>	<b>30,539,385.73</b>	<b>51,065,051.80</b>
Excess (Deficiency) of Revenues Over Expenditures	(1,742,595.38)	648,011.97	(1,094,583.41)
<b>OTHER FINANCING SOURCES (USES)</b>			
Bond and Note Proceeds			-
Increase in Obligations Under Capital Leases			-
Operating Transfer In (Fund 0001)			-
Operating Transfer Out (Fund 0001)	19,360.71		19,360.71
Sale of Capital Assets	-		-
Legislative Transfers In	345,155.95		345,155.95
Legislative Transfers Out	(408,177.92)	(460,433.20)	(868,611.12)
Gain (Loss) on Sale of Capital Assets	-		-
<b>Total Other Financing Sources and Uses</b>	<b>(43,661.26)</b>	<b>(460,433.20)</b>	<b>(504,094.46)</b>
<b>Net Change in Fund Balances/Net Assets</b>	<b>(1,786,256.64)</b>	<b>187,578.77</b>	<b>(1,598,677.87)</b>
<b>FUND FINANCIAL STATEMENT-FUND BALANCES</b>			
Fund Balances--Beginning	2,674,248.60	4,000,597.89	6,674,846.49
Restatements	-	-	-
Fund Balances, September 1, 2010, as Restated	2,674,248.60	4,000,597.89	6,674,846.49
Appropriations Lapsed	(20,194.42)	-	(20,194.42)
<b>Fund Balances--August 31, 2011</b>	<b>\$ 867,797.54</b>	<b>\$ 4,188,176.66</b>	<b>\$ 5,055,974.20</b>

**This page intentionally left blank.**





**This page intentionally left blank.**

**ADDENDUM**

**Organization and General Comments**

**OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL**

The **Office of Court Administration (OCA)** provides resources and information for the efficient administration of the Judicial Branch of Texas. The agency was created in 1977 and operates under the direction of the chief justice of the Supreme Court of Texas.

The duties of the Office of Court Administration and its Administrative Director are set forth in Sections 72.011 - 72.027, Government Code, and include the following:

1. assist the justices and judges in discharging their administrative duties.
2. consult with the regional presiding judges and local administrative judges and assist them in discharging duties imposed by law or by a rule adopted by the supreme court.
3. provide for the efficient administration of justice by consulting with and assisting court clerks, other court officers or employees, and clerks or other officers or employees of offices related to and serving a court.
4. provide for uniform administration of the courts and efficient administration of justice by consulting with and making recommendations to administrators and coordinators of the courts.
5. examine the judicial dockets, practices, and procedures of the courts and the administrative and business methods or systems used in the office of a clerk of a court or in an office related to and serving a court.
6. recommend a necessary improvement to a method or system; a form or other document used to record judicial business; or any other change that will promote the efficient administration of justice.
7. prepare an annual report of the activities of the office and publish it in the annual report of the Texas Judicial Council.
8. under the supervision of the chief justice, implement a rule of administration or other rules adopted by the supreme court for the efficient administration of justice.
9. perform other duties, as assigned by the supreme court or the chief justice of the supreme court.

**Office of Court Administration  
Administrative and Key Personnel  
(as of August 31, 2011)**

<b>NAME</b>	<b>POSITION</b>
Carl Reynolds	Administrative Director
Mary J. Cowherd	Deputy Director, Research and Court Services
María Elena Ramón	General Counsel
Glenna R. Bowman	Chief Financial Officer
Casey Kennedy	Director, Information Services
James Bethke	Director, Task Force on Indigent Defense
Michele Henricks	Director, Court Reporters Certification Board
Lesley Ondrechen	Director, Guardianship Certification Program

**TEXAS JUDICIAL COUNCIL**

The OCA operates in conjunction with the **Texas Judicial Council**, which is the policy-making body for the state judiciary. The Council was created in 1929 by the 41st Legislature to continuously study and report on the organization and practices of the Texas judicial system.

The Council studies methods to simplify judicial procedures, expedite court business, and better administer justice. It examines the work accomplished by the courts and submits recommendations for improvement of the system to the Legislature, the Governor and the Supreme Court. The Council receives and considers input from judges, public officials, members of the bar, and citizens.

The Texas Judicial Council is comprised of twenty-two (22) members, sixteen (16) of whom are ex-officio and six (6) of whom are citizen members appointed by the Governor. Council members are not compensated for their services, but are entitled to receive reimbursement for actual travel and other expenses incurred while in the performance of their official duties.

Members of the Texas Judicial Council as of August 31, 2011 are:

<b><u>MEMBER</u></b>	<b><u>POSITION</u></b>	<b><u>TERM EXPIRES *</u></b>
<b>Chair:</b>		
Hon. Wallace B. Jefferson	Chief Justice, Supreme Court of Texas	12-31-2014
<b>Vice-Chair:</b>		
Hon. Sharon Keller	Presiding Judge, Court of Criminal Appeals	12-31-2012
Hon. Robert Duncan	State Senator, Lubbock	
Hon. Jim Jackson	Representative, Carrollton	
Hon. Roberto Alonzo	State Representative, Dallas	
Hon. Chris Harris	State Senator, Arlington	
Hon. Bill Boyce	Justice, 14 <sup>th</sup> Court of Appeals, Houston	02-01-2013
Hon. Orinda Naranjo	Judge, 419 <sup>th</sup> Judicial District Court, Travis County Austin	02-01-2015
Hon. Glenn Phillips	Judge, Municipal Courts, Kilgore	02-01-2013
Hon. Sherry Radack	Chief Justice, 1st Court of Appeals, Houston	02-01-2015
Hon. Kelly Moore	Judge, 121 <sup>st</sup> Judicial District Court, Terry & Yoakum Brownfield	02-01-2013
Hon. Polly Jackson Spencer	Judge, Probate Court No. 1, Bexar County, San Antonio	02-01-2015
Hon. F. Alfonso Charles	Judge, County Court at Law 2, Gregg County, Longview	02-01-2013
Hon. Gary Bellair	Presiding Judge, Ramsom Canyon	02-01-2015
Hon. Russell B. Casey	Justice of the Peace, Tarrant County, Hurst	02-01-2015
Hon. Valencia Nash	Justice of the Peace Pct. 1, Place 2, Dallas County	02-01-2013
Mr. Virgil Justice	Non-attorney Member, Kerrville	06-30-2017
Mr. Richard Battle	Non-attorney Member, College Station	06-30-2015

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

---

Members of the Texas Judicial Council (continued):

<b>MEMBER</b>	<b>POSITION</b>	<b>TERM EXPIRES *</b>
Ms. Ashley Johnson	Attorney, Dallas	06-30-2017
Mr. Richard "Rick" Figueroa	Non-attorney Member, Houston	06-30-2013
Ms. Allyson Ho	Attorney, Dallas	06-30-2013
Mr. Henry "Hank" Nuss	Attorney, Corpus Christi	06-30-2015

*\* All terms are served until a new member is appointed.*

**JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY**

The Chief Justice of the Supreme Court of Texas appoints Judicial Committee on Information Technology (JCIT) members pursuant to Section 77.011, Government Code. The current membership includes these appointees:

**Terms ending August 31, 2011:**

Hon. Gary Harger, County Court at Law, Nolan County, Sweetwater  
Honorable Dain Johnson, Justice of the Peace, Williamson County  
Hon. Amalia Rodriguez-Mendoza, District Clerk, Travis County, Austin  
David Slayton, Director of Court Administration, Lubbock County, Lubbock  
Hon. Frank Summers, County Judge, Milam County, Cameron  
Hon. Edward E. Wells, Jr., Clerk, Fourteenth Court of Appeals, Houston  
Bob Wessels, Criminal Courts Administrator, Harris County, Houston  
Hon. Rebecca Simmons, Justice, Fourth Court of Appeals, San Antonio

**Terms ending August 31, 2012:**

Hon. Manuel Bañales, Judge, 105<sup>th</sup> District Court, Corpus Christi  
James W. Cannon, Jr., Baker Botts LLP, Austin  
Hon. Mike Cantrell, County Commissioner, Dallas County, Dallas  
Honorable Jaime Esparza, District Attorney, El Paso  
Hon. Adele Hedges, Chief Justice, 14th Court of Appeals, Houston  
Hon. Scott Hochberg, State Representative, District 137, Houston  
Hon. Jeff Wentworth, State Senator, District 25, San Antonio

**Non-voting liaison members, at the pleasure of the Chief Justice for terms to expire on August 31, 2011:**

Miles Brissette, Assistant Criminal District Attorney, Tarrant County  
Honorable Jack Cagle, Judge, Harris County Civil Court at Law No.1, Houston  
Randy Chapman, Executive Director, Texas Legal Services Center, Austin  
Hon. John K. Dietz, Judge, 250th District Court, Travis County, Austin  
Hon. Gary Fitzsimmons, District Clerk, Dallas County, Dallas  
Doug Gowin, Operations Manager, Tarrant County  
Honorable Paul Green, Justice, Supreme Court of Texas, Austin  
Hon. Blake Hawthorne, Clerk, Supreme Court of Texas, Austin  
Honorable Laura Hinojosa, District Clerk, Hidalgo County  
Gary Hutton, Civil District Court Administrator, Bexar County, San Antonio  
Jay Johnson, Education Program Manager, Texas Association of Counties, Austin  
Roland Johnson, Attorney, Fort Worth  
Honorable Stacey Kemp, County Clerk, Collin County, McKinney  
Hon. Steve M. King, Judge, Tarrant County Probate Court, Fort Worth  
David McAtee, II, Attorney, Dallas  
Honorable Lamar McCorkle, Retired Judge, Houston  
Dennis Van Metre, Chief Technology Officer, Vinson & Elkins, Austin  
Honorable Josh R. Morriss, III, Chief Justice, Sixth Court of Appeals, Texarkana

UNAUDITED  
OFFICE OF COURT ADMINISTRATION, TEXAS JUDICIAL COUNCIL (212)

---

Cynthia Orr, Attorney, San Antonio  
Hon. Louise Pearson, Clerk, Court of Criminal Appeals, Austin  
Penny Redington, Executive Director, Texas Association of Regional Councils, Austin  
Carl Reynolds, Administrative Director, Office of Court Administration, Austin  
Sian Schilhab, General Counsel, Court of Criminal Appeals, Austin  
Caren Skipworth, Collin County, Chief Information Officer, McKinney  
Hon. Linda Ueker, District Clerk, Kerr County, Kerrville  
Mark Unger, The Unger Law Firm, San Antonio  
Jimmy Vaught, Attorney, Austin  
Peter Vogel, Partner, Gardere Sewell Wynne LLP, Dallas  
Hon. John Warren, County Clerk, Dallas County, Dallas  
Honorable Dianne Wilson, County Clerk, Fort Bend County, Richmond  
Honorable Randy Wilson, Judge, 157th District Court, Houston  
Honorable Sheri Woodfin, District Clerk, Tom Green County  
Ana Yanez-Correa, Executive Director, Texas Criminal Justice Coalition, Austin

Justice Simmons serves as Chair and Mr. Wessels as Vice-Chair of the Committee.

The Honorable Paul Green, Justice, Supreme Court of Texas, serves as the Court's liaison.



**TASK FORCE ON INDIGENT DEFENSE**

The Office of Court Administration also provides staff for the Task Force on Indigent Defense (Task Force). The mission of the Task Force is to improve the delivery of indigent defense services through fiscal assistance and professional support to State, local judicial, county, and municipal officials. The purpose of the Task Force is to promote justice and fairness to all indigent persons accused of criminal conduct, including juvenile respondents, as provided by the laws and constitutions of the United States and Texas.

The **ex-officio members** of the Task Force, as of August 31, 2011, are:

<b><u>MEMBER</u></b>	<b><u>POSITION</u></b>
Hon. Sharon Keller	<b>Chair</b> , Presiding Judge of the Court of Criminal Appeals
Hon. Wallace Jefferson	Austin, Chief Justice of the Supreme Court
Hon. Jeff Wentworth	San Antonio, State Senator
Hon. Pete Gallego	Alpine, State Representative
Hon. Alfonso Charles	Longview, District Judge, 124th
Hon. Sherry Radack	Houston, Chief Justice, First Court of Appeal
Hon. John Whitmire	Houston, State Senator
Hon. Roberto Alonzo	Dallas, State Representative

The **members appointed by the Governor**, as of August 31, 2005, are:

<b><u>MEMBER</u></b>	<b><u>POSITION</u></b>
Hon. Olen Underwood	<b>Vice-Chair</b> , Judge 284 <sup>th</sup> Judicial District, presiding judge, 2 <sup>nd</sup> Administrative Judicial Region
Hon. Jon Burrows	Temple, Bell County Judge
Mr. Knox Fitzpatrick	Dallas, Attorney, Fitzpatrick, Hagood, Smith & Uhl
Mr. Anthony Odiorne	Amarillo, Assistant Public Defender, West Texas Regional Capital Public Defender Office
Hon. Benny Glen Whitley	Hurst, Tarrant County Judge

**COURT REPORTERS CERTIFICATION BOARD**

Pursuant to Chapter 52 of the Government Code, the Court Reporters Certification Board (CRCB) of Texas certifies official and freelance court reporters, registers court reporting firms, and regulates the profession.

Effective September 1, 2003, the CRCB was administratively attached to the Office of Court Administration.

The Court Reporters Certification Board is appointed by the Supreme Court and includes membership, as specified in Chapter 52 of the Government Code.

Members of the Court Reporters Certification Board as of August 31, 2011, are:

<b><u>MEMBER</u></b>	<b><u>CITY (TEXAS)</u></b>	<b><u>EXPIRES</u></b>
Hon. Ben Woodward, Judge	San Angelo	2012
Adam Poncio, Attorney	San Antonio	2013
Charles Noteboom, Attorney	Hurst	2014
LaVearn Ivey, Official Reporter	Houston	2010
Tammy Adams, Official Reporter	Houston	2011
Velma Arellano		2016
Don Riley, Freelance Reporter	Henderson	2011
Judy Hobart, Freelance Reporter	Bedford	2015
Amy Cummings, Rep Non-CR Owned Firm		2012
Donna Collins, Rep CR Owned Firm	Dallas	2015
Esther Kelly, Public Member	Garland	2013
Tom Melton, Public Member	Cross Plains	2011
Richard Neely, Public Member	University Park	2015
Krista Saeger, Public Member	Austin	2014

Board members receive no compensation for their services but are entitled to reimbursement of travel expenses while performing their official duties as members of the Texas Court Reporters Certification Board.

**PROCESS SERVER REVIEW BOARD**

The Office of Court Administration (OCA) provides administrative assistance to the Process Server Review Board. The Texas Supreme Court approved amendments to Rules 103 and 536(a) of the Texas Rules of Civil Procedure, effective July 1, 2005, governing statewide certification of process servers. The Board works to improve the standards for persons authorized to serve process, and to reduce the disparity among Texas civil courts for approving persons to serve process, by making recommendations to the Supreme Court of Texas on the certification of individuals and the approval of courses. In FY 2007, the Supreme Court promulgated Rule 14 of the Rules of Judicial Administration (RJA), which governs Statewide Certification to Serve Civil Process.

The Process Server Review Board consists of nine members. Each member is appointed by approval of the Court for a three-year term. Board Members are not compensated for their services and do not receive reimbursement for actual travel and other expenses incurred while in the performance of their official duties.

Members of the Process Server Review Board as of August 31, 2011 are:

<b><u>MEMBER</u></b>		<b><u>TERM EXPIRES</u></b>
<b>Chair:</b>		
Carl M. Weeks	Weeks & Associates, Austin	07-01-2012
<b>Vice Chair:</b>		
Mr. Gary L. Thornton	Alliance Civil Process, Saginaw	07-01-2013
Mr. Mark Blenden	Blenden Law Firm, Dallas	07-01-2014
Hon. Rhonda Hughey	Kaufman County, District Clerk, Kaufman	07-01-2013
Hon. Albert B. Cercone	Justice of the Peace, Precinct 3-1, Dallas County, Dallas	07-02-2014
Hon. Tony Lindsay	Judge, 280 <sup>th</sup> Judicial District, Houston	07-01-2012
Mr. David Neblett	Hunter & Handel P.C., Corpus Christi	07-01-2012
Mr. Lee H. Russell	CPS Companies, Dallas	07-01-2013
Hon. Mark Vojvodich	Constable, Bexar County Precinct 3, San Antonio	07-01-2012

**GUARDIANSHIP CERTIFICATION BOARD**

In 2005, the 79<sup>th</sup> Texas Legislature passed Senate Bill 6 which created the Guardianship Certification Board to establish a certification process for certain individuals who provide guardianship services. The board certifies and regulates private professional guardians, guardians who provide guardianship services to wards of the Texas Department of Aging & Disability Services, and guardians, other than volunteers, who provide guardianship services to wards of guardianship programs. The board is administratively attached to the Office of Court Administration.

The board has adopted, and periodically revises, minimum standards for the provision of guardianship services and policies which govern the board's operation. The initial rules governing guardianship services were adopted by the Supreme Court in December 2006; the board makes periodic recommendations for changes to the rules to the Supreme Court.

The Guardianship Certification Board is comprised of eleven members appointed by the Supreme Court and four public members appointed by the Supreme Court from a list of nominees submitted by the governor's office. The members serve staggered six year terms, with one third of the terms expiring in February of each odd-numbered year.

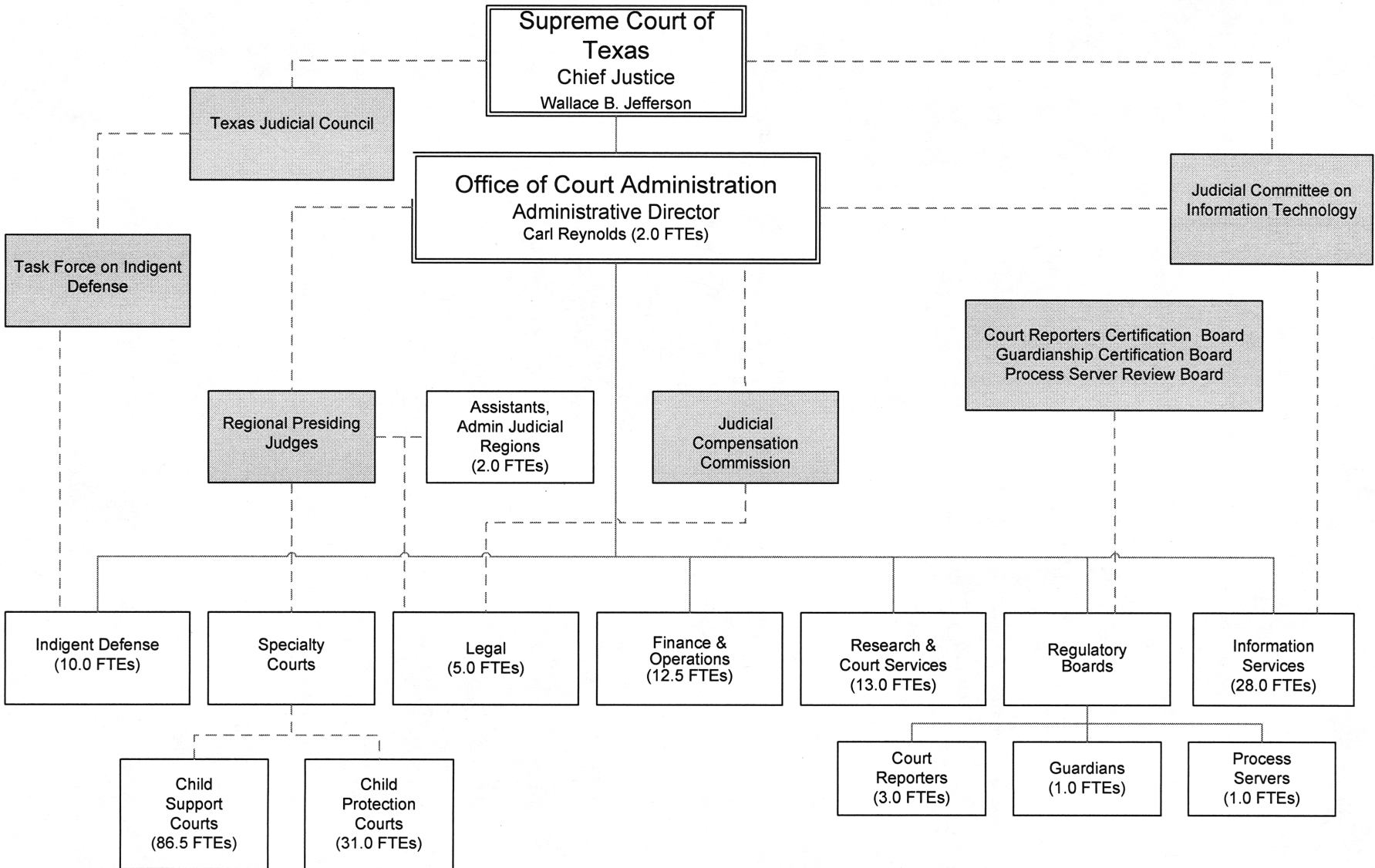
The fifteen members serving as of August 31, 2011 are:

<b><u>MEMBER</u></b>	<b><u>CITY (TEXAS)</u></b>	<b><u>EXPIRES</u></b>
Judge Gladys Burwell, Chair	Friendswood	02-01-2017
Leah Cohen, Vice Chair	Austin	02-01-2015
Barry Anderson (Public Member)	Arlington	02-01-2013
Jason Armstrong	Lufkin	02-01-2013
Garth Corbett	Austin	02-01-2017
Doris Couch (Public Member)	Burleson	02-01-2013
Carol Patrice Dabner	Dallas	02-01-2015
Don D. Ford III	Houston	02-01-2017
Toni Rhodes Glover	Fort Worth	02-01-2017
Philip A. Grant (Public Member)	Conroe	02-01-2015
Jamie MacLean	Austin	02-01-2017
Marlane Meyer	McAllen	02-01-2013
Gina D. Patterson	Houston	02-01-2013
Patti Turner	Fort Worth	02-01-2015
Robert Warach	El Paso	02-01-2015

The Guardianship Certification Board members receive no compensation for their services. As of September 1, 2007, they are entitled to reimbursement of travel expenses while performing their official duties as members of the Guardianship Certification Board.

# Office of Court Administration

## Organization Chart



33

Shaded boxes indicate Boards for which OCA provides staff support

