

Terrell County Combo Clerk – Office Visit



Location: Sanderson, TX

Date: December 15-16, 2025

Time: 10:00 A.M.

The Office of Court Administration (OCA) conducted an on-site assistance visit with the Terrell County Clerk's Office to address long-standing missing reports dating back to 2022. The absence of required Monthly Appointment and Fees reports placed Terrell County at risk of losing Texas Indigent Defense Commission (TIDC) funding. The visit focused on correcting reporting deficiencies, conducting a comprehensive case inventory and cleanup, validating iDocket data, and establishing a clear plan to bring the county into compliance. OCA's efforts were supported by Judge Dale Carruthers through administrative orders that facilitated cleanup activities. Clerk Raeline Thompson's direct participation was limited due to the unfortunate circumstance of a house fire; however, her staff was present and provided assistance throughout the visit.

Initial Discussion

- **Goals for the Visit:**
 - Submit all missing Monthly Reports
 - Submit all missing Attorney Appointment and Fees Reports
 - Provide reporting guidance and training
- **Review of Reporting History and Current Issues:**
 - OCA reports are due by the 20th of each month
 - Missing reports dating back to 2022 were identified
 - It was noted that it would be advantageous for more than one staff member to have access and authority to submit OCA reports to ensure continuity

Missing Appointment & Fees Reports

- **TIDC Funding Risk Discussed:**
 - Monthly Appointment and Fees reports are required to maintain TIDC funding
 - Failure to submit 2023 reports places the county at risk of losing funding in 2026
 - Even when no attorneys are appointed or no fees are assessed, a zero report must be submitted
- **District Courts:**
 - Appointment and Fees reports were missing for almost every month beginning September 2022 to present
 - All missing Monthly Appointments and Fees Reports through November 2025 have been submitted

- **County Court:**
 - Appointment and Fees reports were missing for every month beginning September 2022 to present
 - All missing Monthly Appointments and Fees Reports through November 2025 have been submitted

Missing Monthly Reports

- **County Court:**
 - All Monthly Reports from February 2024 to present were initially missing
- **District Court:**
 - Criminal Monthly Reports: February 2024 to present were initially missing
 - Family Monthly Reports: July 2024 to present were initially missing
 - All reporting sections: January 2025 to present were initially missing
- **Action Taken:**
 - OCA conducted a detailed case inventory and extensive cleanup to support accurate reporting
 - Following the completion of cleanup efforts and validation, all required Monthly Activity Reports through November 2025 were successfully submitted

Performance Measures Report (PMR)

- The Performance Measures Report (PMR) due November 1, 2025 was **NOT** submitted by the deadline
- Following OCA's data cleanup efforts and validation, the PMR was submitted to the OCA Data Division
- **Clearance Rates After On-Site Assistance:**
 - County Court – 257% overall clearance rate
 - 63rd District Court – 83% overall clearance rate
 - 83rd District Court – 61% overall clearance rate

iDocket System Review

- **Configuration and Data Review:**
 - Court mapping and system configuration were reviewed
 - Reporting errors within iDocket were identified and addressed where possible
- **Migrated Data Accuracy:**
 - Numerous historical disposed cases were found to have migrated into iDocket
 - Lists of these cases were provided to iDocket
 - Identified cases were removed from OCA reporting to prevent inflation of active caseloads
- **Vendor Tickets:**
 - No outstanding iDocket vendor tickets were identified during the visit
- **Report Testing:**
 - iDocket reports were tested for accuracy, including State Reports and Case Lists

Wrap-Up and Next Steps

- **Tasks Remaining for the Clerk's Office:**
 - Designate additional staff who can submit OCA reports, if needed, to ensure reports are filed timely each month
 - Additional training on OCA reporting practices would be highly beneficial. A virtual training session can be scheduled with OCA.
- **Follow-Up Plan:**
 - A Microsoft Teams follow-up meeting will be scheduled for later February to review progress
 - Additional assistance can be provided virtually as needed
- **Ongoing Support:**
 - Questions or requests for assistance may be directed to the Regional Data Coordinator, Brittany Davis at Brittany.Davis@txcourts.gov

Acknowledgments

OCA appreciates the cooperation of the Terrell County Clerk's Office staff during this visit, particularly under challenging circumstances. Special acknowledgment is extended to Judge Dale Carruthers for providing administrative orders that supported the cleanup process and helped move the county toward reporting compliance.

<i>Court and Category</i>	<i>Starting Count</i>	<i>End Count</i>
County Court – Criminal	2,057	58
County Court – Civil	238	5
63 rd District Court – Criminal	21	21
63 rd District Court – Civil	56	47
63 rd District Court – Family	35	25
83 rd District Court – Criminal	10	10
83 rd District Court - Civil	13	13
83 rd District Court - Family	8	8