

DISTRICT CLERK REPORTING REQUIREMENTS†

2023

† The following list of reporting requirements should not be considered an exhaustive list, and the following information is intended only to assist clerks in educating themselves about certain reporting requirements. Although the Office of Court Administration makes every effort to ensure the accuracy of the information below, clerks retain the responsibility to stay up to date on statutory and rule-based reporting requirements.

No.	Item Reported	Report Name	Report Recipient & Address	Form No. & Contact Info	Time Reported	Legal Citation	Notes
1	Adoption Decree	Certificate of Adoption	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-160 <a href="http://www.dshs.state.tx.us/vs/reqpr oc/forms/vs160.pdf">www.dshs.state.tx.us/vs/reqpr oc/forms/vs160.pdf</a>  (888) 963-7111	Not later than the 10 <sup>th</sup> day of the first month after the month in which the adoption is rendered.	Family Code, § 108.003  Health & Safety Code § 192.009	Clerk to transmit a certified report of adoption using a VS-160 form.
2	Appeal of decision of the Texas <b>Workers’ Compensation</b> Commission (TWCC) where one of the parties is the State of Texas or a listed Texas state actor		Texas Workers’ Compensation Commission–Hearing Division 7551 Metro Center Dr. #100 Austin, TX 78744	(512) 804-4055	Not later than the 20 <sup>th</sup> day after the date the suit is filed must send the notice  Not later than the 20 <sup>th</sup> day after the date the judgment is rendered must send certified copy of the judgment	Labor Code §§ 501.022, 501.050, 502.069, 503.069, 505.059	Clerk must mail a “notice” to the TWCC giving the case style, case number, and date the case was filed. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University System; (4) State Employees’ Workers’ Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense.
3	Appointments by Court for Attorney Ad Litem, Guardian Ad Litem, Guardian, Mediator, or Competency Evaluator		Office of Court Administration P.O. Box 12066 Austin, TX 78711	<a href="http://www.txcourts.gov/reporting-to-oca/appointments-and-fees/district-county/">http://www.txcourts.gov/reporting-to-oca/appointments-and-fees/district-county/</a>  512-463-1625  <a href="mailto:judinfo@txcourts.gov">judinfo@txcourts.gov</a>	Not later than the 15th day of each month for the preceding month’s report	Gov’t Code §§36.004, 36.005  Gov’t Code §71.035	<p>Clerk of each court must prepare a report on court appointments for an attorney ad litem, guardian ad litem, guardian, mediator, or competency evaluation for a case before the court in the preceding month. For a court that does not make an appointment in the preceding month, the clerk must file a report indicating that no appointments were made during the month.</p> <p>Reports here focus on appointments as attorney ad litem, guardian ad litem, guardian, mediator, or competency evaluator for a case by the court. The report must include: (1) the name of each person appointed by the; (2) the name of the judge and the date of the order approving compensation to be paid to the appointed person; (3) the number and style of each case in which a person was appointed; (4) the number of cases each person was appointed by the court to serve and (5) the total amount of compensation paid; and (6) if the total compensation paid to a person for one appointed case exceeds \$1,000, any information related to that case that is available to the court on the number of hours billed to the court for the work performed by the appointee (including paralegals) and billed expenses.</p> <p>NOTE: courts not complying with reporting requirement not eligible for ANY grant funds from the State.</p>
4	Child Support Order	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Vital Statistics 1100 W. 49 <sup>th</sup> Street Austin, TX 78756-3191	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  (888) 963-7111 ext. 2549 <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	No stated time frame	Family Code § 105.008	Clerk shall provide a record of a court order for child support. VS-165 form must be used. To the extent possible, the Title IV-D agency is to reimburse the clerk for costs incurred in providing the record.
5	Court Closure / Reopening Reports		Office of Court Administration P.O. Box 12066 Austin, TX 78711	<a href="http://www.txcourts.gov/media/524139/CourtClosureReportREVISED.pdf">http://www.txcourts.gov/media/524139/CourtClosureReportREVISED.pdf</a>			The Court Closure and Court Reopening forms may be submitted by email to <a href="mailto:CourtClosures@txcourts.gov">CourtClosures@txcourts.gov</a> .

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				<a href="http://www.txcourts.gov/media/883044/courtopeningreportrevised.pdf">http://www.txcourts.gov/media/883044/courtopeningreportrevised.pdf</a>  512-463-1642			<p>Report only closures due to an emergency or "special circumstances." An emergency includes the following: hurricane, flooding, fire, ice or snow storm, bombing, etc. "Special circumstances" include the closure of a courthouse due to repairs. Do not report court closures due to holidays, personal emergencies, vacation, sick leave, etc.</p> <p>If reopening information is not reported to OCA office, OCA will assume each court and clerk's office was only closed during the time initially reported and will remove the closure information posted on the OCA website.</p>
6	Court Order – Chemical Dependency Treatment  <b>And</b>  Expiration of Order of Involuntary Treatment of a Chemically-Dependent Person		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	Before the 10 <sup>th</sup> day after the date the court enters the order  Before the 10 <sup>th</sup> day after the date of the expiration of the order.	Transportation Code § 521.319  Transportation Code § 521.319	<p>Clerk must notify DPS of the court order so that DPS may revoke the driver's license of the person who is the subject of the order.</p> <p>Clerk must notify DPS that order of involuntary treatment for chemical dependency has expired.</p>
7	Court Order – Incapacitation to Act as the Operator of a Motor Vehicle or Judgment of Total Incapacitation		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	Before the 10 <sup>th</sup> day after the date the court renders the order or judgment.	Transportation Code § 521.319	Clerk must notify DPS of court's order/judgment so that DPS may revoke the driver's license of the person who is the subject of the order/judgment.
8	Court Order – Restoring a Person's Capacity		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	Before the 10 <sup>th</sup> day after the date the person is restored to capacity.	Transportation Code § 521.319	Clerk must notify DPS of the fact that a person has had his or her capacity restored so that DPS will know that the revocation of the person's driver's license has expired.
9	Court Order – Person Released from Hospital for the Mentally Incapacitated		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	(512) 424-5720	Before the 10 <sup>th</sup> day after the release of the person from the hospital.	Transportation Code § 521.319	Clerk must notify DPS of release of person from hospital for the mentally incapacitated on a certificate of the superintendent or administrator that the person has regained capacity
10	Court Order – <b>releasing defendant sentenced to TDCJ on community supervision</b> before the 180 <sup>th</sup> day after execution of sentence begins when offender is under bench warrant and not physically imprisoned in Institutional Division		Texas Department of Criminal Justice Correctional Institutions Division P.O. Box 99 Huntsville, TX 77342	(936) 437-2169 Fax: (936) 437-6325	Not later than the 7 <sup>th</sup> day after the date of the defendant's release	Code of Criminal Procedure, art. 66.252(f)	The clerk is to "report" the release. No specific manner of reporting is mandated.
11	Court Order – <b>releasing person acquitted by reason of insanity</b> from mental hospital on regimen of outpatient		Crime victim or the victim's guardian or close relative		No stated time frame, but implication is immediately after the issuance of the order.	Code of Criminal Procedure, art. 46C.003	Clerk is to notify the victim or the victim's guardian or the victim's close relative of the release of the person's release from the mental hospital.

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	care or on discharge from mental hospital						
<b>12</b>	<b>Criminal Case Disposition</b>	Criminal History Reporting Form	Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143	CR-4345	Not later than the 30 <sup>th</sup> day after the date on which the clerk receives the case disposition	Code of Criminal Procedure, art. 66.252(c)	The clerk shall report the disposition of the case to the DPS. The DPS provides training on how to complete this form.
<b>13</b>	Criminal Conviction - <b>automatic suspension of driver’s license</b> required and license surrendered to court	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	DIC-17  (512) 424-5720	Not later than the 10 <sup>th</sup> day after the date on which the driver’s license is surrendered to the court	Transportation Code § 521.347(a)	The court in which a person is convicted of an offense requiring automatic suspension of the person’s driver’s license “may” require the person to surrender his or her license to the court. If the license is surrendered to the court, then the clerk must send the license to the DPS along with completed Form DIC-17.
<b>14</b>	Criminal Conviction – Juvenile Adjudication, Deferred Disposition or Acquittal – Alcoholic Beverage Code Chapter 106 offense (minors and alcohol)		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	(512) 424-5720	No stated time frame	Alcoholic Beverage Code § 106.117	Clerk is to send to DPS a notice of each conviction of an offense under Chapter 106 of the Alcoholic Beverage Code which deals with offenses involving alcohol and minors. Clerk is also to send DPS a notice of each juvenile adjudication, deferred disposition order or acquittal of an offense under Chapter 106.
<b>15</b>	Criminal Conviction - negligent homicide or other felony in which <b>vehicle was used</b>	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	DIC-17	Not later than the 7 <sup>th</sup> day after the date of conviction	Transportation Code §§ 543.202, 543.203	Clerk is to submit to the DPS a written record of the case containing the information set out in Transportation Code § 543.202. Use DPS form.
<b>16</b>	Criminal Conviction (or grant of deferred adjudication) for certain offenses committed by certified <b>teacher</b>		Texas State Board for Educator Certification 1701 North Congress Ave WBT 5-100 Austin, TX 78701-1494		Not later than the fifth day after the date the teacher is convicted or is granted deferred adjudication	Code of Criminal Procedure, art. 42.018(b), (c)	Clerk is to provide the State Board for Educator Certification and the chief administrative officer of the private school at which the person is employed with written notice of the teacher’s conviction or deferred adjudication.
<b>17</b>	Criminal Conviction (or grant of deferred adjudication) for certain offenses committed by licensed <b>nurse</b>		Texas Board of Nurse Examiners 333 Guadalupe 3-460 Austin, TX 78701	(512) 305-7400	Not later than the 30 <sup>th</sup> day after conviction	Occupations Code § 301.409	Attorney representing the State “shall cause the clerk” to prepare and forward to the Board “a certified true and correct abstract of the court record of the case.”
<b>18</b>	Criminal Conviction (or grant of deferred adjudication) for certain offenses committed by <b>person licensed by Texas Department of Insurance</b>		Texas Department of Insurance Agent Licensing Division Mail Code 107-1A P.O. Box 149104 Austin, TX 78714-9104		Not later than the fifth day after the conviction or grant of deferred adjudication	Code of Criminal Procedure, art. 42.0181	Clerk is to provide the Department of Insurance with written notice of the person’s conviction of, or deferred adjudication for, an offense under Penal Code Chapters 31 (theft), 32 (fraud), 34 (money laundering), or 35 (insurance fraud).
<b>19</b>	Criminal Conviction (or grant of deferred adjudication) for certain offenses committed by <b>physician</b>		Texas Department of Public Safety Crime Records Service PO Box 4143 Austin, TX 78765-4143		Not later than the 30 <sup>th</sup> day after the conviction or grant of deferred adjudication	Occupations Code § 160.101(b)	Clerk is to prepare and forward the information required by Chapter 66, Code of Criminal Procedure. See Article 66.252.
<b>20</b>	Criminal Conviction (or grant of deferred adjudication) for felony		Immigration and Naturalization Service (INS)		No stated time frame	Code of Criminal Procedure, art. 2.25	“Judge” is to report to INS. As a practical matter, however, the clerk should make this report. In some counties the sheriff’s department or the CSCD make this report –if this is not ideal.

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	by “illegal criminal alien”						
21	Criminal Conviction (or grant of deferred adjudication) for offense constituting family violence or offense under Title 5, Penal Code (criminal homicide, kidnapping, human trafficking, sexual offenses and assaultive offenses in certain circumstances		Staff Judge Advocate General or the provost marshal of the military installation to which the defendant is assigned.		No stated time frame, but implication is immediately after issuance of the order.	Code of Criminal Procedure, art. 42.0183	This reporting requirement applies only if the respondent is a member of the state military forces or is serving in the U.S. armed forces in an active duty status.
22	Criminal Conviction (or grant of deferred adjudication) or juvenile adjudication for offense requiring <b>registration as a sex offender</b>		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	(512) 424-5720	No stated time frame	Code of Criminal Procedure, art. 42.016	Clerk is to send to DPS a copy of the record of conviction, a copy of the order granting deferred adjudication, or a copy of the juvenile adjudication, and a copy of the court order requiring the DPS to include sex offender information in a driver’s license record, and, if applicable, an indication that the person is subject to registration because the person was convicted of an offense involving human trafficking under Chapter 20A, Penal Code.
23	Criminal Conviction (or placement on community supervision) -felony committed by <b>law enforcement officer</b> licensed by the Texas Commission on Law Enforcement		Texas Commission on Law Enforcement 6330 U.S. Hwy. 290 E. Austin, TX 78723		No stated time frame, but basically upon the order being received by the clerk	Code of Criminal Procedure, art. 42.011	Clerk is to send (either electronically or by mail) the person’s license number and a certified copy of the judgment. Article 42.022 refers to individuals licensed under Occupations Code, Chapter 1701.
24	<b>Daily Deposit</b> of Funds		County Treasurer		Daily	Local Government Code 113.022	The Clerk must on or before the next regular business day after the date on which the funds are received deposit with the County Treasurer.
25	<b>Divorce</b> or Annulment granted	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  (888) 963-7111 ext. 2549 <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	Not later than the 9 <sup>th</sup> day of the month after the month the divorce or annulment was granted	Health & Safety Code § 194.002	Clerk must file a completed report for each divorce or annulment granted in the district court. For each report that is filed, the clerk may collect \$1 as costs in the case in which the divorce or annulment was granted.
26	<b>DNA Test Results</b> – when court has ordered DNA testing of evidence containing biological material of person already convicted		Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143	(512) 424-2105	Not later than the 30 <sup>th</sup> day after the conclusion of a proceeding wherein a convicted defendant seeks DNA testing under Chapter 64 of the Code of Criminal Procedure.	Code of Criminal Procedure, art. 64.03	Clerk is to forward DNA test results to the DPS in cases where the testing is conducted by a laboratory other than a DPS laboratory or a laboratory operating under a contract with the DPS.
27	Exemplary Damage Award against a <b>nursing home</b> or		Director of Central Operations, Long Term Regulatory		No stated time frame. The presumption is that this notice	Health & Safety Code § 242.051	Clerk is to notify the Texas Department of Human Services if exemplary damages are awarded against a nursing home (or an officer, employee or agent of a nursing home) pursuant to Civil Practice & Remedies Code, Chapter 41.

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	nursing home officer, employee or agent		Texas Department of Aging and Disability Services (Mail Code E-341) P.O. Box 149030 Austin, TX 78714		should occur shortly after the award of exemplary damages.		
28	Expunction Order		Texas Department of Public Safety PO Box 4143 Austin, TX 78765-4143 Attn: Expunctions	<a href="mailto:expunctions@dps.texas.gov">expunctions@dps.texas.gov</a>	When the order of expunction is final	Code of Criminal Procedure, art 55.02, Sec. 3(c)	Clerk must send certified copy of an expunction order to the director of DPS, to the Crime Records Service of DPS, and to each official or agency or other governmental entity or political subdivision designated by the person who is the subject of the order. Must be sent by secure electronic mail, electronic transmission, fax or certified mail, return receipt requested.
29	Federal Prohibited Person Information		Texas Department of Public Safety		Not later than the 30 <sup>th</sup> day after the relevant court order	Government Code §§ 411.052, 411.0521	Clerk must prepare and forward to DPS certain information in Government Code § 411.0521(b) when the court: (1) orders a person to receive inpatient mental health services; (2) acquits a person in a criminal case by reason of insanity or lack of mental responsibility; (3) commits a person determined to have mental retardation; (4) Appoints a guardian for an incapacitated adult; (5) determines a person is incompetent to stand trial; or (6) finds a person is entitled to relief from a firearms disability.  NOTE: Not later than 09/01/10, clerk shall forward information for court orders issued between 09/01/89 and 08/31/09.
30	Fees ordered to be paid to <b>court-appointed individuals</b> in civil cases	Official District Court Appointments and Fees Report	Supreme Court of Texas Office of Court Administration P.O. Box 12066 Austin, TX 78711	(512) 463-1625	Monthly. Not later than the 20 <sup>th</sup> day of the month following the month reported	Supreme Court Order No. 94-9143 Government Code § 71.035(b)	Clerk is to report each fee of \$500 or more approved or paid during the month. Fees of less than \$500 may be reported, but are not required to be reported.
31	<b>Forfeiture of Bail</b> where defendant is charged with negligent homicide or other felony where vehicle was used	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	DR-18	Not later than the 7 <sup>th</sup> day after forfeiture of bail	Transportation Code §§ 543.201, 543.202, 543.203	Clerk is to submit to DPS a written record of the case containing the information set out in Transportation Code § 543.202. Use DPS form.
32	<b>Forfeiture of Corporation's Charter</b> – order forfeiting, appeal of order & disposition of appeal		Texas Secretary of State of Texas Administrative Unit P.O. Box 12887 Austin, TX 78711		“promptly” after the relevant court action	Tax Code § 171.304	If a district court forfeits a corporation’s charter, the clerk is to mail a certified copy of the judgment to the Secretary of State. If an appeal is perfected, the clerk is to certify that fact to the Secretary of State. The clerk shall also certify any disposition of an appeal to the Secretary of State.
33	<b>Guardians – Private Professional Guardians and Public Guardians Certification Requirement</b>		Judicial Branch Certification Commission c/o Office of Court Administration P.O. Box 12066 Austin, TX 78711		No stated time frame but implication is immediately on discovering the fact	Estates Code § 1104.256	Court must notify guardianship certification program of the Judicial Branch Certification Commission if it finds an individual in noncompliance with certification terms, standards and rules regarding individuals who must be certified in order to serve as a guardian (i.e. a person serving as a guardian who is supposed to be certified but is not).
34	<b>Guardians – Programs Reporting To The County Clerk</b>  <b>NOTE: The County Clerk does not send a copy of the report to the GCB because the program has already done so.</b>				The report which must be sent to the guardianship certification program of the Judicial Branch Certification Commission is due not later than January 31 <sup>st</sup> of each year.	Estates Code § 1104.257	Each guardianship program operating in a county shall submit to the County Clerk a copy of the report that the program submitted to the guardianship certification program of the Judicial Branch Certification Commission under Section 155.105, Government Code.  NOTE: The report must contain the name, address, and telephone number of individuals employed by, volunteering with, or contracting with each program to provide guardianship services to a ward or proposed ward.

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					The copy which must be sent to the County Clerk should be sent at the same time the original report is sent to the GCB.		
35	<b>Guardians – Registered Private Professional Guardians</b>		Judicial Branch Certification Commission c/o Office of Court Administration P.O. Box 12066 Austin, TX 78711			Estates Code § 1104.306	Clerk must annually submit to the guardianship certification program of the Judicial Branch Certification Commission the names and business addresses of all private professional guardians who have satisfied the registration requirements set out in Estates Code Section 1104.306.
36	<b>Hate Crime</b> – request for affirmative finding	Report of a Request for a Hate Crime finding	Office of Court Administration P.O. 12066 Austin, TX 78711	<a href="http://www.courts.state.tx.us/oca/required.asp">www.courts.state.tx.us/oca/required.asp</a> (512) 463-1625	Not later than the 30 <sup>th</sup> day after the date judgment is entered in the case	Code of Criminal Procedure, art. 2.211	This report concerning requests for affirmative hate crime findings is part of the Official District Court Monthly Report that is sent to OCA. No other report is required.
37	<b>Interest</b> earned		Internal Revenue Service	1099-INT (866) 455-7438	File Copy A with IRS by March. Furnish Copy B to the Recipient by February. Keep Copy C for your file.	Local Government Code 117.003	If any funds deposited in the registry of the court are placed into an interest-bearing account, any person with a taxable interest in funds deposited to such account must submit appropriate tax forms and provide correct information to the district or county clerk so that the interest earned on such funds can be timely and appropriately reported to the IRS.
38	<b>Judgment of Mental Incompetency</b>		County Voter Registrar		Not later than the 10 <sup>th</sup> day of the month in which the abstract is prepared	Election Code § 16.002	Each month the clerk must prepare an abstract of each final judgment of a court adjudging a Texas resident who is 18 years of age or older to be mentally incompetent.
39	Judgment rendered in case appealing a decision of the Texas <b>Workers’ Compensation</b> Commission (TWCC) where one of the parties is the State of Texas or a listed Texas state actor		Texas Workers’ Compensation Commission – Hearing Division 7551 Metro Center Dr. #100 Austin, TX 78711-2757	(512) 804-4055	Not later than the 20 <sup>th</sup> day after the date the judgment is rendered	Labor Code §§ 501.022; 501.050; 502.069; 503.069; 505.059	Clerk must mail a certified copy of the judgment to the TWCC. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University or Texas Tech University Health Sciences Center; (4) State Employees’ Workers’ Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense
40	<b>Judicial Bypass Suit</b> – Order for State to pay ad litem, court costs, and court reporters		Accounting Division Attn: Staff Service Officer Texas Department of State Health Services P.O. Box 149347 Austin, TX 78714-9347	(512)458-7111 ext. 3945	Not later than the 90 <sup>th</sup> day after the date of a final ruling	Family Code § 33.007  Texas Parental Notification Rule 1.9(b)(2), (4)	Clerk must “direct” copy of court order to Comptroller who shall pay the amount ordered from funds appropriated to the Texas Department of State Health Services. But copy of order is actually sent to the Texas Department of State Health Services instead of to the Comptroller.
41	Jury charge and sentence in <b>capital case</b>		Office of Court Administration P.O. Box 12066 Austin, TX 78711	(512) 936-1358  <a href="http://www.courts.state.tx.us/oca/pdf/jury-instructions.pdf">www.courts.state.tx.us/oca/pdf/jury-instructions.pdf</a>	Not later than the 30 <sup>th</sup> day after the date the judgment of acquittal or conviction is entered	Government Code § 72.087	Clerk shall submit a written record of the case containing the contents of the trial court’s charge to the jury and the sentence issued.
42	Jury Service -		County Voter Registrar		On the third business day of each month	Government Code § 62.114	Clerk shall maintain list of the name and address of each person who is excused or disqualified from jury service because the person is not a resident of the county.



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	Disqualification because potential <b>juror not county resident</b>						On the third business day of each month, the clerk sends a copy of the list to the voter registrar.
43	Jury Service - Disqualification because potential <b>juror not U.S. citizen</b>		County Voter Registrar, secretary of state, and county attorney or district attorney		On the third business day of each month	Government Code § 62.113	Clerk shall maintain list of the name and address of each person who is excused or disqualified from jury service because the person is not a citizen of the United States. On the third business day of each month, the clerk sends a copy of the list to the voter registrar, the secretary of state, and the county or district attorney, as applicable, for an investigation of whether the person committed an offense under Section 13.007, Election Code, or other law.
44	<b>Jury Service - Exemption</b> ordered by District Court		County Voter Registrar		“promptly”	Government Code § 62.109	Clerk is to notify county voter registrar of the name and address of a person exempted from jury service because of a physical or mental impairment or because of an inability to comprehend or communicate in English.
45	<b>Jury Service – Permanent Exemption Claimed by Person Over 70</b>		County Voter Registrar		“promptly”	Government Code § 62.107	Clerk shall have a copy of the statement claiming a permanent exemption on the basis of age promptly delivered to the county voter registrar.
46	<b>Juvenile</b> Court Case Disposition		Department of Public Safety Crime Records Service P.O. Box 4143 Austin, TX 78765-4143		Not later than 30 days after the date the clerk receives notice of the disposition	Family Code § 58.110(c)	Clerk is to report disposition of juvenile case to DPS.
47	<b>Mental Incompetency – Nurse found to be mentally incompetent by court</b>		Texas Board of Nurse Examiners 333Guadalupe Street Suite 3-460 Austin, TX 78701	(512) 305-7400	Note later than 30 days after the date the nurse is found to be mentally incompetent	Occupations Code § 301.409	Clerk to prepare and forward to the Board a certified true and correct abstract of the court record of the case.
48	<b>Mental Incompetency – Physician found to be mentally incompetent by court</b>		Texas State Board of Medical Examiners P.O. Box 2018 Austin, TX 78768-2018		Not later than the 30 <sup>th</sup> day after the date a court finds that a physician is mentally ill or mentally incompetent	Occupations Code § 160.102	Clerk to prepare and forward to the Board a certified abstract of the record.
49	<b>Monthly Court Activity</b>	Official District Court Monthly Report	Office of Court Administration P.O. Box 12066 Austin, TX 78711	<a href="http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/">http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/</a>  (512) 463-1625	No later than the 20 <sup>th</sup> day of the month following the month reported	Government Code § 71.035	Includes certain case-level information on amount and character of business transacted by trial courts.  Reporting may be done either on paper or electronically.
50	<b>Name Change</b> for Minor		Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040			Family Code § 45.004(b)	If a child who is subject to the continuing jurisdiction of a court, the clerk is to transmit a copy of the minor’s name change order.
51	<b>Occupational Driver’s License</b> Granted or Revoked		Texas Department of Public Safety Safety Responsibility P.O. Box 15999 Austin, TX 78761-5999		No stated time frame, but implication is immediately after issuance of the order	Transportation Code § 521.249	Clerk is to send certified copy of the petition and court order granting the occupational driver’s license. The order is to set out the judge’s findings and restrictions in regard to issuance of the license. Similarly, if the court that granted the license subsequently revokes the license, the clerk must send a certified copy of the order.
52	Order of <b>Nondisclosure</b>		Texas Department of Public Safety P.O. Box 4143 Austin, TX 78765-4143 Attn: Nondisclosures	nondisclosures@dps.texas.gov	Not later than the 15 <sup>th</sup> business day after the date an order of nondisclosure is issued	Government Code § 411.075	Clerk is to send to DPS all relevant criminal history record information contained either in (1) the order; or (2) a copy of the order. Clerk is to send the material by certified mail, return receipt requested, or secure electronic mail, electronic transmission, or fax.

No.	Item Reported	Report Name	Report Recipient & Address	Form No. & Contact Info	Time Reported	Legal Citation	Notes
53	Order <b>Vacating a Protective Order</b>		Each individual who received a copy of the original protective order		No stated time frame, but implication is immediately after issuance of the order.	Family Code § 85.042 (c)	Notice must be given that the protective order has been vacated to each individual or entity who received a copy of the original or modified protective order from the clerk.
54	<b>Paternity</b> Determination	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a> (888) 963-7111 ext. 2549	Immediately after order becomes final	Family Code § 108.008  Health & Safety Code § 192.0051	Clerk prepares report of each order determining paternity on designated form and sends to Vital Statistics.
55	Petition Filed – <b>occupational driver’s license</b> sought where driver’s license has been suspended for certain criminal offenses		Attorney representing the State		No stated time frame, but best practice would be immediately after petition is filed	Transportation Code § 521.243	Unless dismissed under Sec. 521.2421(f), the Clerk must send a copy of petition and any notice of hearing “by certified mail” to attorney representing the state if the petitioner’s license was suspended, revoked, or canceled following a conviction for an offense under Sections 19.05, 49.04, 49.07 or 49.08 of the Penal Code or an offense to which Section 521.342 of the Transportation Code applies.
56	Petition or Motion <b>Challenging the Constitutionality</b> of a Texas Statute		Attorney General of Texas <a href="mailto:Const_claims@texasattorneygeneral.gov">Const_claims@texasattorneygeneral.gov</a>  OCA form referenced in Subsection (a-1) <a href="http://www.txcourts.gov/media/687731/constitutionality.pdf">http://www.txcourts.gov/media/687731/constitutionality.pdf</a>		No stated time frame, but implication is immediately after petition or motion is filed.	Government Code, § 402.010	In an action in which a party to the litigation files a petition, motion, or other pleading challenging the constitutionality of a Texas statute, the party shall file the form required by Subsection (a-1) which is a form adopted by OCA. If the Attorney General is not a party to or counsel involved in the suit, the court shall serve <u>notice</u> of the constitutional challenge on the Attorney General by either certified or registered mail or electronically to an e-mail address designated by the Attorney General for the purpose of this section along with a copy of the petition, motion or other pleading that raises the challenge.
57	<b>Protective Order</b>		See Notes		No stated time frame, but implication is immediately after issuance of the order.	Family Code § 85.042 (a), (a-1)	Clerk shall send a copy of the order, along with the information provided by the applicant or the applicant’s attorney that is required under Section 411.042(b) (6), Government Code, to the chief of police of the municipality in which the person protected by the order resides, if the person reside in a municipality; to the appropriate constable and the sheriff of the county in which the person resides, if the person does not reside in a municipality; and to the Title IV-D agency, if the application for the protective order indicates that the applicant is receiving services from the Title IV-D agency.  If the respondent is a member of the state military forces or is serving in the U.S. armed forces in an active-duty status and the applicant or the applicant’s attorney provides to the clerk the mailing address of the staff judge advocate or provost marshal, as applicable, then the clerk shall also send a copy of the order and required information to the staff judge advocate at Joint Force Headquarters or the provost marshal of the military installation to which the respondent is assigned with the intent that the commanding officer will be notified.
58	Protective Order based on criminal defendant’s commission of offense because of <b>bias or prejudice</b>		Regulatory Licensing Service MSC 0245 Texas Department of Public Safety PO Box 4087 Austin TX 78773-0245	<a href="mailto:chl@txdps.state.tx.us">chl@txdps.state.tx.us</a>  (512) 424-7293 (512) 424-7294 Helpline: (800) 224-5744		Code of Criminal Procedure, art. 7B.103(3)	Clerk is to forward a copy of the order to the DPS “with a designation indicating that the order was issued to prevent offenses committed because of bias or prejudice.”
59	<b>Protective Order</b> issued by court other than court where		Clerk of Court where SAPCR and/or marriage dissolution suit is pending		No stated time frame, but implication is	Family Code § 85.062	Clerk is to send a copy of the protective order to the court in which the suit is pending.



No.	Item Reported	Report Name	Report Recipient & Address	Form No. & Contact Info	Time Reported	Legal Citation	Notes
	SAPCR and/or marriage dissolution suit is pending				immediately after the issuance of the order		
<b>60</b>	Protective Order prohibiting respondent from going near a child-care facility or a <b>school</b>		Child-care facility and/or school		No stated time frame but implication is immediately after the issuance of the order	Family Code § 85.042	If the protective order prohibits the respondent from going near a child-care facility or a school, clerk is to send a copy of the protective order to the child-care facility or school.
<b>61</b>	Protective Order suspending a license to carry a <b>concealed handgun</b>		Regulatory Licensing Service MSC 0245 Texas Department of Public Safety PO Box 4087 Austin TX 78773-0245	<a href="mailto:chl@txdps.state.tx.us">chl@txdps.state.tx.us</a>  (512) 424-7293 or (512) 424-7294 Helpline: (800) 224-5744	No stated time frame; but implication is immediately after the issuance of the order	Family Code § 85.042	Clerk is to send a copy of the order to the DPS.
<b>62</b>	<b>SAPCR</b> –Court Order	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a> (888) 963-7111 ext. 2549	No stated time frame	Family Code § 108.001(a), (d)	This reporting requirement applies to any orders in SAPCR’s that are not covered by a more specific reporting requirement. Clerk is to provide a certified record of any SAPCR order on a VS-165 form.
<b>63</b>	<b>SAPCR</b> –loss of court’s jurisdiction	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">http://www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a> (888) 963-7111 ext. 2549	Upon the loss of continuing, exclusive jurisdiction	Family Code § 108.004	The report is to be made if the court has lost continuing, exclusive jurisdiction of the case for any reason. The reason for the loss of jurisdiction is to be noted on the form. Clerk must transmit a certified record on the VS-165, stating that jurisdiction has been lost, the reason for the loss, the name and all previous names of child, and date and place of birth of the child.
<b>64</b>	<b>Suspension of license</b> for failure to pay child support or vacation or stay of suspension		Appropriate State licensing agency – all licensing agencies are subject to this requirement unless otherwise exempted		No stated time frame, but implication is immediately after the issuance of the order. If order is one of vacation or stay then “promptly.”	Family Code §§ 232.002; 232.008; 232.013	Clerk is to forward a copy of the final order suspending a license to the appropriate licensing authority (e.g., Texas Board of Barber Examiners, Texas State Board of Pharmacy). The clerk is to collect a fee of \$5 from the child support obligor for each order mailed.
<b>65</b>	<b>Unclaimed Cash Bail Bonds</b>		Texas Comptroller of Public Accounts Unclaimed Property Division P.O. Box 12019 Austin, Texas 78711-2019	Elaine Walker, (512) 463-2059	The report must be made on or before July 1st following the Clerk’s annual March 1st review.	Property Code §§ 72.101, 74.101  Melton v. State, 993 S.W.2d 95 (1999).	The clerk must review all cash bail bonds held by clerk each March 1st. Any cash bail bonds that have been “dormant” for three years or more are considered to be abandoned property. The dormancy period begins to run three years from the date of entry of final judgment or order of dismissal in the action in which the funds were deposited. The clerk must report all cash bail bonds that are considered to be dormant to the Comptroller.
<b>66</b>	<b>Unclaimed Funds</b> other than cash bail bonds		Texas State Comptroller Unclaimed Property Division Holder Reporting Section P.O. Box 12019 Austin, TX 78711-2019	Form 53-119 (800) 321-2274, ext. 6-6246 or in Austin, call (512) 936-6246	The report and the delivery must be made on or before July 1 <sup>st</sup> following the Clerk’s annual March 1 <sup>st</sup> review.	Property Code §§ 72.101, 74.101, 74.301  Local Government Code § 117.002	Any funds deposited in the registry of the court, except cash bail bonds, that are presumed abandoned under Chapter 72, 73, or 75, Property Code, shall be <u>reported and delivered</u> to the comptroller without further action by any court. Property is presumed to be abandoned if, the property has remained unclaimed for 3 years and the owner has not communicated during the abandonment period and the location of the owner is unknown. The clerk must review property in the registry of the court on March 1 to find property that is presumed to have been abandoned.
<b>67</b>	<b>Vexatious Litigant</b> prohibited from filing		Office of Court Administration P.O. Box 12066 Austin, TX 78711	(512) 463-1625	Not later than 30 days after the date the	Civil Practice & Remedies Code § 11.104	Clerk is to provide a copy of any pre-filing order issued under Section 11.101 of the Civil Practice & Remedies Code. These pre-filing orders prohibit individuals found to be vexatious litigants from filing, in propria persona, new litigation.

No.	Item Reported	Report Name	Report Recipient & Address	Form No. & Contact Info	Time Reported	Legal Citation	Notes
	new litigation (Pre-Filing Order)		Attention: Judicial Information		prefiling order is signed.		
68	Writs of Attachment		Office of Court Administration P.O. Box 12066 Austin, TX 78711	<a href="http://www.txcourts.gov/media/1438748/writs-of-attachment-report-instructions_08232017.pdf">http://www.txcourts.gov/media/1438748/writs-of-attachment-report-instructions_08232017.pdf</a>	No later than 30 days of issuance	Code of Criminal Procedure, art. 2.212	<p>Clerk is to report to Texas Judicial Council the date attachment issued, whether attachment issued in connection with a grand jury investigation/criminal trial/other criminal proceeding, the names of the person requesting and the judge issuing attachment, and the statutory authority under which attachment issued.</p> <p>Reports can be entered in OCA’s Court Activity Reporting Database at <a href="https://card.txcourts.gov/Secure/login.aspx">https://card.txcourts.gov/Secure/login.aspx</a></p>
69	Monies Spent on Court-Ordered Interpretation Services		Office of Court Administration P.O. Box 12066 Austin, TX 78711	“In the manner prescribed by” OCA	“In the manner prescribed by” OCA	Gov’t Code § 57.002	Each “county auditor, or other individual designated by the commissioners court of a county, in consultation with the district and county clerk” must submit information on the money the county spent during the preceding fiscal year to provide court-ordered interpretation services in civil and criminal proceedings. The statute lists the information that must, at a minimum, be reported.