

Office of Court Administration Texas Judicial Council



INSTRUCTIONS FOR REPORT OF JUDICIAL BYPASS CASES

REPORTING REQUIREMENTS

Section 33.003(l-1) of the Texas Family Code requires the clerk of a court with jurisdiction over judicial bypass cases to report information on these cases to the Office of Court Administration (OCA) at intervals prescribed by OCA.

Information on judicial bypass cases must be submitted not later than **20 days following the end of the month in which the judgment was entered**. For example, cases in which a judgment was entered in January must be reported by February 20.

The following must be reported for each judicial bypass case:

1. Case number and style,
2. Applicant's county of residence,
3. Date of filing,
4. Date of disposition,
5. Disposition of the case (deemed denied, denied, dismissed, granted or withdrawn/non-suited) and
6. Name of clerk entering the report.

Clerks are required to report ONLY when there is activity to report.

WHERE TO REPORT

Log in to the Court Activity Reporting database (<http://card.txcourts.gov/Secure/login.aspx>) as if you were submitting your monthly court activity report or monthly appointments and fees report.

Select the **Add New Judicial Bypass Case** button.

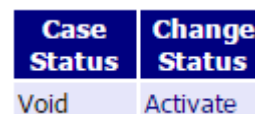


Complete all of the required information and select the **Save** button.

Reporting County:	Austin
Court of Appeals:	1st and 14th Court of Appeals
Case Number:	<input type="text"/>
Style:	<input type="text"/>
Applicant's County of Residence:	Select a County ▼
Date of Filing:	<input type="text"/>
Date of Disposition:	<input type="text"/>
Disposition of the Case:	Select One ▼
Name of clerk entering the report:	<input type="text"/>
<input type="button" value="Save"/>	

In cases where the minor resubmits an application after previously having had the application denied, enter a new record for the application.

To void a record, search for the case using **Search Judicial Bypass Cases**, then select the **Void** link for the case.



For assistance, contact OCA's Judicial Information section at JudInfo@txcourts.gov or (512) 463-3789.