

OCA	SOS
DPS	TDCJ
DPS-NICS	TIDC
AG	TX COMP
HHSC	TXDSHS
INS-ICE	OTHER/MULTIPLE
JBCC	

# County and District Clerk Reporting and Notice Requirements

## Sorted by Agency/Entity or Person

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

\*\* County Courts at Law jurisdiction varies widely throughout Texas. The jurisdiction granted to some County Courts at Law includes matters which are generally handled by district courts. Each County Clerk should be very familiar with the jurisdiction granted to the County Courts at Law in the county served by the Clerk to correctly determine which of the reporting and notice requirements listed below apply in their courts.

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
<b>OFFICE OF COURT ADMINISTRATION</b>								
1	County Clerk	District Clerk	Office of Court Administration	<a href="#">Gov't Code § 71.035(b)</a> <a href="#">Texas Administrative Code, Chapter 171</a>	<b>Judicial Council Monthly Court Activity Report (OCA)</b>  <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>	Reporting website: <a href="https://card.txcourts.gov/">https://card.txcourts.gov/</a>  Email questions to: <a href="mailto:judioinfo@txcourts.gov">judioinfo@txcourts.gov</a>	Monthly; no later than the 20 <sup>th</sup> day of the month following the month reported	Reports in aggregate for criminal, civil, family, juvenile, probate, guardianship, and mental health cases in county and district courts. Reports are submitted electronically through OCA CARD online reporting system.  Grant funding from the Texas Indigent Defense Commission may be withheld if a clerk/county is not in compliance (all monthly reports submitted for the fiscal year).
2	County Clerk	District Clerk	Office of Court Administration	<a href="#">Code of Criminal Procedure, Art. 2A.211</a>  <a href="#">Code of Criminal Procedure, Art. 42.014</a>	<b>Hate Crime</b> – request for affirmative finding  <a href="https://www.txcourts.gov/statistics/hate-crimes/">https://www.txcourts.gov/statistics/hate-crimes/</a>	Email questions to: <a href="mailto:judioinfo@txcourts.gov">judioinfo@txcourts.gov</a>	Not later than the 30 <sup>th</sup> day after the date judgment is entered in the case	This report concerning requests for affirmative hate crime findings is part of the Monthly Court Activity Report that is submitted to OCA. No other report is required.
3	County Clerk	District Clerk	Office of Court Administration	<a href="#">Gov't Code § 71.035 (a)</a>	<b>Reporting for Counties with Population over 1 Million (HB 1182 88<sup>th</sup> R.S.)</b>  <a href="https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/counties-population-over-1-million-reporting-hb-1182/">https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/counties-population-over-1-million-reporting-hb-1182/</a>	Email submissions to: <a href="mailto:data.division@txcourts.gov">data.division@txcourts.gov</a>  Email questions to: <a href="mailto:judioinfo@txcourts.gov">judioinfo@txcourts.gov</a>	Monthly; no later than the 20 <sup>th</sup> day of the month following the month reported	Clerks of counties with a population of at least one million to submit additional information for each district and county court in the county. Reports are submitted by email to <a href="mailto:data.division@txcourts.gov">data.division@txcourts.gov</a> using spreadsheet template provided by OCA.
4	County Clerk	District Clerk	Office of Court Administration	<a href="#">Gov't Code § 72.083(b)</a>	<b>Annual Performance Measures Report for District &amp; County Courts (HB 2384 88<sup>th</sup> R.S.)</b>  <a href="https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/performance-measures-for-district-county-courts-hb-2384/">https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/performance-measures-for-district-county-courts-hb-2384/</a>	Email submissions to: <a href="mailto:data.division@txcourts.gov">data.division@txcourts.gov</a>  Email questions to: <a href="mailto:judioinfo@txcourts.gov">judioinfo@txcourts.gov</a>	Annually; November 1st	Clerk is to report on an annual basis certain case activity data elements for each county and district court in the county, including filings and dispositions and case aging. Reports measure court clearance rates, and must be published by OCA on the Judicial Branch website.  <a href="https://www.txcourts.gov/statistics/district-county-court-level-reporting/district-county-performance-measures-dashboard/">https://www.txcourts.gov/statistics/district-county-court-level-reporting/district-county-performance-measures-dashboard/</a>

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
5	County Clerk	District Clerk	Civil, Family, Probate, Guardianship & Juvenile	Office of Court Administration	<a href="#">Gov't Code §§ 36.004, 36.005</a>	<b>Appointments and Fees Reporting</b> - Attorney Ad Litem, Guardian Ad Litem, Guardian, Mediator, or Competency Evaluator (Guardianship)  <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>	<b>Reporting website:</b> <a href="https://card.txcourts.gov/">https://card.txcourts.gov/</a>  <b>Email questions to:</b> <a href="mailto:judinfo@txcourts.gov">judinfo@txcourts.gov</a>	Monthly; not later than the 15th day of each month for the preceding month's report	Clerk must prepare a report of each case in which a court appoints and/or approves payment of compensation to an attorney ad litem, guardian ad litem, guardian, mediator, or competency evaluator (guardianship) during the previous month. Reports must include detailed information specified in Gov't Code § 36.004. If the total compensation approved exceeds \$1,000, the report must include information about the number of hours billed to the court for the work performed by the person or the person's employees, including paralegals, and the billed expenses. If no appointments or compensation are ordered by a court in the previous month, the clerk must submit a "no activity" report for that month. A court that fails to provide to the clerk of the court the information required for the report submitted under Section 36.004 is ineligible for any grant money awarded by the state or a state agency for the next state fiscal biennium. Gov't. Code § 36.005.
6	County Clerk	District Clerk	Criminal	Office of Court Administration	<a href="#">Code of Criminal Procedure, Art. 2A. 212</a>	<b>Writs of Attachment</b>  <a href="https://www.txcourts.gov/statistics/writs-of-attachment/">https://www.txcourts.gov/statistics/writs-of-attachment/</a>	<b>Email questions to:</b> <a href="mailto:judinfo@txcourts.gov">judinfo@txcourts.gov</a>  <a href="https://card.txcourts.gov/">https://card.txcourts.gov/</a>	No later than 30 days after date of issuance	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.
7	County Clerk	District Clerk	Family, Criminal - Protective Orders	Office of Court Administration - Protective Order Registry	<a href="#">Gov't Code, Subch. F, Chap. 72</a>	<b>Protective Order</b> Application; Temporary Ex parte Order; Final Protective Order; Modification Orders  <a href="https://www.txcourts.gov/judicial-data/protective-order-registry/authorized-user-information-instructions/">https://www.txcourts.gov/judicial-data/protective-order-registry/authorized-user-information-instructions/</a>	<a href="https://www.txcourts.gov/judicial-data/protective-order-registry/">OCA Protective Order Database</a> <a href="https://www.txcourts.gov/judicial-data/protective-order-registry/">https://www.txcourts.gov/judicial-data/protective-order-registry/</a>	Within 24 hours of the filing of an application or issuance of the protective order	Requires the clerk of the court in which an application for protective order is filed, and/or temporary or final protective order is issued, to enter the specific information pertaining to the application or order into the Protective Order Registry, Must include an imaged copy of the document(s).  Clerk is not required to enter the record into the Protective Order Registry if the clerk lacks the specific information required to be entered.  Types of Applications and Orders that should be entered into the Protective Order Registry include: Magistrate Order for Emergency Protection (MOEP's) and Application, Temporary Ex Parte Order, and Final Orders issued after an arrest or the filing of a PO Application for any offense or case involving: Family Violence, Sexual Assault, Trafficking of Persons; Indecent Assault; Stalking; Bias or Prejudice.
8		District Clerk	Criminal	Office of Court Administration	<a href="#">Gov't Code § 72.087</a>	<b>Jury charge and sentence in capital case</b>  <a href="https://www.txcourts.gov/statistics/jury-charges-sentences-in-capital-cases/">https://www.txcourts.gov/statistics/jury-charges-sentences-in-capital-cases/</a>	<b>Email to:</b> <a href="mailto:judinfo@txcourts.gov">judinfo@txcourts.gov</a>	Not later than the 30 <sup>th</sup> day after the date the judgment of acquittal or conviction is entered	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.
9	County Clerk	District Clerk	Family - Judicial Bypass	Office of Court Administration	<a href="#">Family Code §33.003(l-1)</a>	<b>Judicial Bypass Report</b>  <a href="https://www.txcourts.gov/statistics/judicial-bypass-cases/">https://www.txcourts.gov/statistics/judicial-bypass-cases/</a>	<b>Reporting website:</b> <a href="https://card.txcourts.gov/">https://card.txcourts.gov/</a> <b>Email questions to:</b> <a href="mailto:judinfo@txcourts.gov">judinfo@txcourts.gov</a>	Not later than 20 days following the end of the month in which the judgment was entered	Clerk of court must submit a report to Office of Court Administration that includes, for each case filed, the case number and style, applicant's county of residence, the court of appeals district in which proceeding occurred, date of filing, date of disposition, and case disposition.
10	County Clerk	District Clerk	Civil - Vexatious Litigants	Office of Court Administration	<a href="#">Civil Practice &amp; Remedies Code § 11.104</a>	<b>Vexatious Litigant</b> prohibited from filing new litigation ( <b>Pre-Filing Order</b> )  <a href="https://www.txcourts.gov/judicial-data/vexatious-litigants/">https://www.txcourts.gov/judicial-data/vexatious-litigants/</a>	<b>Email to:</b> <a href="mailto:judinfo@txcourts.gov">judinfo@txcourts.gov</a>	Not later than 30 days after the date the pre-filing order is signed.	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, pro se, new litigation.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
11	County Clerk	District Clerk	Civil, Criminal, Family, Juvenile, Probate, Guardianship & Mental Health	Office of Court Administration	<a href="https://www.txcourts.gov/statistics/annual-statistical-reports/">https://www.txcourts.gov/statistics/annual-statistical-reports/</a>	District & County Annual FY Monthly Court Activity Report Verification	Reporting website: <a href="https://card.txcourts.gov/">https://card.txcourts.gov/</a>  Email questions to: <a href="mailto:judinfo@txcourts.gov">judinfo@txcourts.gov</a>	TBD; after Fiscal Year End	OCA sends email notification to the clerks after the state FY end (August 31) requesting Annual Verification of the Monthly Court Activity Reports submitted for the most recent fiscal year ended. Clerks are to review monthly reports and correct any reports with errors and submit any missing reports by the deadline set in the notification.
12	County Clerk	District Clerk	Judicial Directory	Office of Court Administration		Annual Judicial Directory Update	Email Judicial Directory updates to: <a href="mailto:judinfo@txcourts.gov">judinfo@txcourts.gov</a>  <a href="https://www.txcourts.gov/judicial-directory/">https://www.txcourts.gov/judicial-directory/</a>	As updates are made to judge, clerk, and court personnel	OCA sends current Judicial Directory information to clerks to verify annually. Offices are encouraged to email personnel changes as soon as possible.
13	County Clerk	District Clerk	Civil, Family, Probate & Guardianship	Office of Court Administration	<a href="#">Gov't Code § 72.034</a>  <a href="#">Tex. Rules of Civil Procedure, Rules 116, 117</a>	Citations by Publication	<a href="https://topics.txcourts.gov/">https://topics.txcourts.gov/</a>  <a href="https://www.txcourts.gov/judicial-data/citation-by-publication/laws-rules/">https://www.txcourts.gov/judicial-data/citation-by-publication/laws-rules/</a>	Entered upon issuance in the OCA Citations by Publication and Court Notices website as required by law.	OCA's Public Information website is available for posting citations and other public or legal notices required to be posted on the website or requested to be posted by a court or court clerk. The citations and notices are uploaded by district clerks, county clerks, and court staff. OCA does not review or edit these submissions. Please ensure that the content is accurate to eliminate the need to edit and resubmit.
14	County Clerk	District Clerk	Courts - Administration	Office of Court Administration	<a href="#">Gov't Code § 74.093</a>	Posting of Local Rules, Forms & Standing Orders	Email questions to: <a href="mailto:OCA-Legalsupport@txcourts.gov">OCA-Legalsupport@txcourts.gov</a>  <a href="https://topics.txcourts.gov/">https://topics.txcourts.gov/</a>  <a href="https://www.txcourts.gov/rules-forms/local-rules-forms-and-standing-orders/clerk-information-instructions/">https://www.txcourts.gov/rules-forms/local-rules-forms-and-standing-orders/clerk-information-instructions/</a>  <a href="#">Tex. Rules of Civil Procedure, Rule 3a</a> <a href="#">Tex. Rules of Appellate Procedure, Rule 1.2</a> <a href="#">Tex. Rules of Judicial Administration, Rule 10</a>	To be in effect, local rules, forms, and standing orders must be published on the Office of Court Administration's website.	The Office of Court Administration's Local Rules, Forms, and Standing Orders website is available for posting local rules, forms, and standing orders. This website was created in response to Texas Rule of Civil Procedure 3a, Texas Rule of Appellate Procedure 1.2, and Texas Rule of Judicial Administration 10, which require (effective January 1, 2023) that courts post their local rules, forms, and standing orders to this website to be effective. All local rules, forms, and standing orders are uploaded by court clerks or court staff and are viewable by the public. They must be uploaded in text-searchable PDF format. Please ensure proper formatting and that the content of your submission is accurate to eliminate the need to edit and resubmit.
15	County Clerk	District Clerk	Courts - Administration	Office of Court Administration	<a href="#">Supreme Court Misc. Docket 16-9038</a>	Court Closure / Reopening Reports	Email questions to: <a href="mailto:support@txcourts.gov">support@txcourts.gov</a>  <a href="https://www.txcourts.gov/programs-services/court-security/emergency-court-preparedness/closures/reporting-instructions/">https://www.txcourts.gov/programs-services/court-security/emergency-court-preparedness/closures/reporting-instructions/</a>	As soon as practical to promptly notify the public.	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.  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.

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
<b>TX Dept. of Public Safety (CJIS/JJIS; NICS; DRIVER IMPROVEMENT)</b>								
<b>CJIS/JJIS REPORTING</b>								
16	County Clerk	District Clerk	Texas Department of Public Safety (DPS) - CJIS	<a href="#">Code of Criminal Procedure, Art. 66.252(c)</a>	<b>Criminal History Report- CJIS Reporting Form- Criminal Case Disposition</b>  <a href="https://www.dps.texas.gov/section/crime-records-service/reporting-forms">https://www.dps.texas.gov/section/crime-records-service/reporting-forms</a>  <b>DPS Adult CJIS Reporting Manual CR-50B:</b> <a href="https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr">https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr</a>	Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143 (512) 424-2478  <b>Online reporting:</b> <a href="http://cch.dps.texas.gov">cch.dps.texas.gov</a>  <b>DPS Form CR-4345</b>	Not later than the 30 <sup>th</sup> day after the date on which the clerk receives the case disposition from the court	The clerk of the court exercising jurisdiction over the case shall report the applicable information regarding the person's citation or arrest and the disposition of the case to the Department of Public Safety using a uniform incident fingerprint card described by Article 66.251 or an electronic methodology approved by the Department of Public Safety.
17	County Clerk	District Clerk	Texas Department of Public Safety (DPS) - CJIS	<a href="#">Code of Criminal Procedure, Art. 66.252(g)</a>	<b>Criminal Case Disposition of case in which offender charged with fine-only misdemeanor involving family violence</b>  <a href="https://www.dps.texas.gov/section/crime-records-service/reporting-forms">https://www.dps.texas.gov/section/crime-records-service/reporting-forms</a>  <b>DPS Adult CJIS Reporting Manual CR-50B:</b> <a href="https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr">https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr</a>	Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143 (512) 424-2478  <b>Online reporting:</b> <a href="http://cch.dps.texas.gov">cch.dps.texas.gov</a>  <b>DPS Form CR-4345</b>	Not later than the 30 <sup>th</sup> day after the date on which the clerk receives the case disposition from the court	The clerk of the court exercising jurisdiction over the case shall report the applicable information regarding the person's citation or arrest and the disposition of the case to the Department of Public Safety using a uniform incident fingerprint card described by Article 66.251 or an electronic methodology approved by the Department of Public Safety.
18	County Clerk	District Clerk	Texas Department of Public Safety (DPS) - CJIS/JJIS	<a href="#">Family Code § 58.110(c)</a>	<b>Juvenile Court Case Disposition</b>  <a href="#">DPS Form CR-43J45J</a>  <b>DPS JJIS Reporting Manual CR-50A:</b> <a href="https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr">https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr</a>	Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143 (512) 424-2478	"Promptly" but not later than 30 days after the date the clerk receives notice of the disposition	Clerk is to report disposition of juvenile case to DPS. Disposition may be reported electronically through CJIS/JJIS reporting system.
19	County Clerk	District Clerk	Texas Department of Public Safety (DPS) - CJIS	<a href="#">Occupations Code § 160.101(b)</a>  <a href="#">Code of Criminal Procedure, Art. 66.252</a>	<b>Criminal Conviction or deferred adjudication</b> for certain offenses committed by <b>physician</b>  <a href="https://www.dps.texas.gov/section/crime-records-service/reporting-forms">https://www.dps.texas.gov/section/crime-records-service/reporting-forms</a>	Texas Department of Public Safety Crime Records Service PO Box 4143 Austin, TX 78714-9104  <b>Online reporting:</b> <a href="http://cch.dps.texas.gov">cch.dps.texas.gov</a>  <b>DPS Form CR-4345</b>	Not later than the 30 <sup>th</sup> day after the conviction or granting of deferred adjudication	Clerk is to prepare and forward the information required by Chapter 66, Code of Criminal Procedure. <i>See</i> Article 66.252.  NOTE: DPS is required to report to Texas Medical Board rather than the clerk.

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
<b>NICS (FEDERAL PROHIBITED PERSON)</b>								
20	County Clerk	District Clerk	Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)	<p><u>Gov't Code §§ 411.052, 411.0521</u></p> <p><u>Code of Criminal Procedure, Chap. 46B</u></p> <p><u>Code of Criminal Procedure, Chap. 46C</u></p>	<p>(a) Order of <b>Incompetency to Stand Trial</b></p> <p>(b) <b>Acquittal for reasons of insanity or lack of mental responsibility</b></p> <p><u>DPS NICS User Guide: <a href="https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting">https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting</a></u></p> <p><u>OCA NICS Reporting Manual: <a href="https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/">https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/</a></u></p>	<p>Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)</p> <p>Submit electronically through DPS NICS Indices reporting system</p> <p><u>Email questions to: <a href="mailto:CJISJIS@dps.texas.gov">CJISJIS@dps.texas.gov</a></u></p>	<p>Within 30 days of court order</p>	<p>*Report order of determination of incompetency to stand trial or order extending previously ordered commitment if defendant is found incompetent to stand trial for mental illness or intellectual disability, whether released on bail or committed to treatment facility or jail-based competency restoration program.</p> <p>*Report final acquittal disposition reflecting insanity or lack of mental responsibility regardless of order for inpatient treatment or residential care.</p> <p>* A ZERO report is required for months in which the court issued no reportable NICS orders.</p>
21	County Clerk	District Clerk	Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)	<p><u>Gov't Code §§ 411.052, 411.0521</u></p> <p><u>Family Code, Chapter 55, Subchapter C</u></p> <p><u>Health &amp; Safety Code, Chap. 574</u></p> <p><u>Health &amp; Safety Code, Chapter 593, Subch. C</u></p>	<p>(a) <b>Delinquent Conduct</b></p> <p>(b) <b>Conduct Indicating a Need of Supervision</b></p> <p>Order- Unfit to Proceed, Not Responsible for Conduct; Long-Term Residential Care due to Intellectual Disability</p> <p><u>DPS NICS User Guide: <a href="https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting">https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting</a></u></p> <p><u>OCA NICS Reporting Manual: <a href="https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/">https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/</a></u></p>	<p>Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)</p> <p>Submit electronically through DPS NICS Indices reporting system</p> <p><u>Email questions to: <a href="mailto:CJISJIS@dps.texas.gov">CJISJIS@dps.texas.gov</a></u></p>	<p>Within 30 days of court order</p>	<p>*Report when juvenile 16 years of age of older is placed in outpatient program or private inpatient psychiatric facility; ordered committed to mental health facility; or ordered committed to residential care facility. Includes orders for unfit to proceed, not responsible for conduct, court ordered commitment to long-term residential care due to intellectual disability.</p> <p>*A ZERO report is required monthly for courts with no reportable NICS orders.</p>
22	County Clerk		Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)	<p><u>Gov't Code §§ 411.052, 411.0521</u></p> <p><u>Estates Code, Chapter 1101</u></p>	<p><b>Court Appointed Guardian of Incapacitated Adult</b></p> <p><u>DPS NICS User Guide: <a href="https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting">https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting</a></u></p> <p><u>OCA NICS Reporting Manual: <a href="https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/">https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/</a></u></p>	<p>Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)</p> <p>Submit electronically through DPS NICS Indices reporting system</p> <p><u>Email questions to: <a href="mailto:CJISJIS@dps.texas.gov">CJISJIS@dps.texas.gov</a></u></p>	<p>Within 30 days of court order</p>	<p>*Report an order appointing permanent or temporary guardian for incapacitated adult who lacks mental capacity to manage his/her affairs., requiring guardian of the person, estate, or person and estate.</p> <p>* A ZERO report is required monthly for courts with no reportable NICS orders.</p>

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
23	County Clerk	Mental Health or Intellectual Disability (16 Years of Age or Older) NICS Reporting	Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)	Gov't Code §§ 411.052, 411.0521  Health & Safety Code Chapter 574  Health & Safety Code, Subch. C, Chapter 593	(a) Order for <b>court-ordered inpatient mental health commitment</b> signed & filed. (b) Order for <b>intellectual disability commitment to long term residential care</b> signed & filed.  DPS NICS User Guide: <a href="https://www.dps.texas.gov/section/criminal-records/texas-nics-indices-entry-reporting">https://www.dps.texas.gov/section/criminal-records/texas-nics-indices-entry-reporting</a>  OCA NICS Reporting Manual: <a href="https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/">https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/</a>	Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)  Submit electronically through DPS NICS Indices reporting system  Email questions to: <a href="mailto:CJISJIS@dps.texas.gov">CJISJIS@dps.texas.gov</a>	Within 30 days of court order	*Report court-ordered inpatient mental health commitment signed and filed; report <b>each</b> temporary or extended inpatient mental health commitment order. *Report order for long-term commitment of intellectually disabled person.  *A ZERO report is required monthly for courts with no reportable NICS orders.
24	County Clerk	Mental Health, Guardianship NICS Reporting	Texas Department of Public Safety- NICS (National Criminal Background Check System)	Gov't Code §§ 411.052, 411.0521  Health & Safety Code § 574.088  Estates Code, § 1202.201	Order granting relief from a firearms disability signed & filed.  DPS NICS User Guide: <a href="https://www.dps.texas.gov/section/criminal-records/texas-nics-indices-entry-reporting">https://www.dps.texas.gov/section/criminal-records/texas-nics-indices-entry-reporting</a>  OCA NICS Reporting Manual: <a href="https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/">https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/</a>	Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)  Submit electronically through DPS NICS Indices reporting system  Email questions to: <a href="mailto:CJISJIS@dps.texas.gov">CJISJIS@dps.texas.gov</a>	Within 30 days of court order	Clerk is to report an order signed and entered granting relief from firearms disability.
25	County Clerk District Clerk	Criminal, Juvenile, Guardianship, Mental Health NICS Reporting	Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)	Gov't Code § 411.0521(d)	Reversal of Order by Appellate Court  DPS NICS User Guide: <a href="https://www.dps.texas.gov/section/criminal-records/texas-nics-indices-entry-reporting">https://www.dps.texas.gov/section/criminal-records/texas-nics-indices-entry-reporting</a>  OCA NICS Reporting Manual: <a href="https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/">https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/</a>	Texas Department of Public Safety- NICS (National Instant Criminal Background Check System)  Submit electronically through DPS NICS Indices reporting system  Email questions to: <a href="mailto:CJISJIS@dps.texas.gov">CJISJIS@dps.texas.gov</a>	Within 30 days of receipt of mandate from appellate court by clerk	*Upon receipt of the mandate from the court of appeals reversing the relevant order/judgment the clerk should remove the entry from NICS on the person.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
<b>DPS - PROTECTIVE ORDERS</b>									
26	County Clerk	District Clerk	<b>Criminal - Protective Order</b>	TX Department of Public Safety (DPS)  Protective Order Regulatory Licensing Service MSC	<a href="#">Code of Criminal Procedure Art. 7B.103</a>	Protective Order based on criminal defendant's commission of offense because of <b>bias or prejudice</b>  <b>Email to:</b> <a href="mailto:RSD.LTC.Compliance@dps.texas.gov">RSD.LTC.Compliance@dps.texas.gov</a>	Regulatory Licensing Service MSC 0245 Texas Department of Public Safety P. O. Box 4087 Austin, TX 78711-2040 (512) 424-7293 or 7294 or Helpline: (800) 224-5744	No stated time frame, but implication is immediately after issuance of the order.	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."
27	County Clerk	District Clerk	<b>Family - Protective Order</b>	Texas Department of Public Safety (DPS) Regulatory Licensing Service	<a href="#">Family Code § 85.042(e)</a>	Protective Order suspending a license to carry a <b>handgun</b>  <b>Email to:</b> <a href="mailto:RSD.LTC.Compliance@dps.texas.gov">RSD.LTC.Compliance@dps.texas.gov</a>	Regulatory Licensing Service MSC 0245 Texas Department of Public Safety P. O. Box 4087 Austin, TX 78711-2040 (512) 424-7293 or 7294 or Helpline: (800) 224-5744	No stated time frame, but implication is immediately after the issuance of the order	Clerk is to send a copy of the order to the DPS Regulatory Licensing Service.
<b>DRIVER IMPROVEMENT BUREAU</b>									
28	County Clerk	District Clerk	<b>Criminal - DL Suspension</b>	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Transportation Code § 521.347(a)</a>	Notice of Criminal Conviction (Adult) - <b>automatic suspension of driver's license required and license surrendered to court</b> if ordered  <a href="https://www.dps.texas.gov/section/crime-records-service/reporting-forms">https://www.dps.texas.gov/section/crime-records-service/reporting-forms</a>	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 2031Austin, TX 78773-0361 (512) 424-2031  <b>DPS Form DL-117</b>  Email questions to: <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>	Not later than the 10 <sup>th</sup> day after the date on which the driver's license is surrendered to the court	The court in which an adult 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 DPS Form DL-117.
29	County Clerk	District Clerk	<b>Criminal</b>	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Code of Criminal Procedure, Art. 42.016</a>  <a href="#">Penal Code, Chap. 20A</a>	Criminal Conviction or 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  <b>Email questions to:</b> <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>	No stated time frame, but implication is immediately upon issuance of order or judgment	The <b>Court/Clerk</b> 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 that the person is subject to registration because the person was convicted of an offense involving human trafficking under Penal Code, Chapter 20A.
30	County Clerk	District Clerk	<b>Criminal</b>	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Transportation Code §§ 543.202 and 543.203</a>	<b>Notice of Criminal Conviction or Forfeiture of Bail</b> of a Person charged with or convicted of a moving violation on a highway OR Conviction of a Person of negligent homicide or other felony in which vehicle was used	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001  <b>DPS Form DL-117</b>  <b>Email questions to:</b> <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>	Not later than the 7 <sup>th</sup> day after the date of conviction or forfeiture of bail (final judgment nisi signed)	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 DL-117. Moving violation on highway - report when: * Convicted, or * Bail bond forfeited  Negligent homicide or other felony in commission of which a motor vehicle was used - report when convicted.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
31	County Clerk	District Clerk	Juvenile - JJIS Reporting	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Alcoholic Beverage Code § 106.117</a>  Family Code, Title 3	Criminal Conviction – Juvenile Adjudication, Deferred Disposition or Acquittal – <b>Alcoholic Beverage Code Chapter 106</b> offense (Provisions Relating to Age)  <a href="#">DPS JJIS Reporting Manual CR-50A: https://www.dps.texas.gov/section/criminal-records/criminal-history-reporting-chr</a>	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 424-5720  <a href="#">DPS Form CR-43J45J</a>  Email: <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>	No stated time frame, but implication is immediately upon issuance of the order or judgment	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.
32	County Clerk	District Clerk	Criminal	Texas Department of Public Safety (DPS)	<a href="#">Code of Criminal Procedure, Art. 64.03</a>	<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 Laboratory Division 5800 Guadalupe Street Austin, TX 78752 (512) 424-5461	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.	The convicting <b>Court/Clerk</b> 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 by a laboratory operating under a contract with the DPS.
33	County Clerk	District Clerk	Civil Related to Criminal - Occupational DL	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Transportation Code § 521.249</a> <a href="#">Transportation Code § 521.252</a>	<b>Occupational Driver's License Granted or Revoked</b>	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001  Email questions to: <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>	No stated time frame, but implication is immediately after issuance of the order granting or revoking	The <b>Court/Clerk</b> is to send certified copy of the petition and court order granting the occupational license to DPS. The order is to set out the judge's findings and restrictions regarding 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 to the person to whom the license was previously granted and to DPS.
34	County Clerk		Guardianship DPS - Drivers License - Revocation	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Transportation Code § 521.319</a>  <a href="#">Estates Code, Subch. D, Chap. 1101</a>	<b>Court Order – Incapacitation to Act as the Operator of a Motor Vehicle or Judgment of Total Incapacitation</b>	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 474-5720  Email: <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>  Form DL-117	Before the 10th day after the date the court renders the order or judgment.	Clerk must notify DPS of the court order so that DPS may revoke or restrict the issuance of a driver's license of the person who is the subject of the order. Guardianship order must state that ward is totally incapacitated or partially incapacitated but does not retain the right to hold or obtain a license to operate a motor vehicle.
35	County Clerk		Guardianship DPS - Drivers License - Restoration	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Transportation Code § 521.319</a>  <a href="#">Estates Code, Chap. 1202</a>	<b>Court Order – Person's Capacity Judicially Restored</b>	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 474-5720  Email: <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>  DPS Form DL-117	Before the 10th day after the date the person is judicially restored to capacity by order of the court.	Clerk must notify DPS of the fact that the former ward has had his or her capacity judicially restored so that DPS will know that the revocation of the person's driver's license has expired.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
36	County Clerk		Probate - Chemical Dependency DPS - Drivers License - Revocation	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Transportation Code § 521.319</a> <a href="#">Health &amp; Safety Code, Subch. D, Chap. 462</a>	<b>Court Order – Involuntary Commitment for Chemical Dependency Treatment</b>  <a href="https://www.dps.texas.gov/section/driver-license/notification-enforcement-action">https://www.dps.texas.gov/section/driver-license/notification-enforcement-action</a>	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 474-5720  Email: <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>  Form DL-117	Before the 10th day after the date the court renders the order or judgment.	Clerk must notify DPS of the court order so that DPS may revoke or restrict the issuance of a driver's license of the person who is the subject of the order.
37	County Clerk		Probate - Chemical Dependency DPS - Drivers License - Restoration	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	<a href="#">Transportation Code § 521.319</a> <a href="#">Health &amp; Safety Code § 462.080</a>	<b>Expiration of Order of Involuntary Commitment or Person Released on Certificate of Discharge by Facility Superintendent/Administrator</b>  <a href="https://www.dps.texas.gov/section/driver-license/notification-enforcement-action">https://www.dps.texas.gov/section/driver-license/notification-enforcement-action</a>	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 474-5720  Email: <a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>  DPS Form DL-117	Before the 10th day after the date of the expiration of the order or the release of the person from the facility.	Clerk must notify DPS of the expiration of the Order for involuntary treatment of a chemically dependent person or release of person from facility prior to expiration on a certificate of discharge from the superintendent or administrator that the person has regained capacity.
<b>DPS - OTHER</b>									
38	County Clerk	District Clerk	Civil Related to Criminal	Texas Department of Public Safety (DPS)	<a href="#">Code of Criminal Procedure, Subch. H, Chap. 55A</a>	<b>Expunction Order</b>	Texas Department of Public Safety P. O. Box 4143 Austin, TX 78765-4143 Attn: Expunctions  Email to: <a href="mailto:expunctions@dps.texas.gov">expunctions@dps.texas.gov</a>	When the order of expunction is final	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.
39	County Clerk	District Clerk	Civil Related to Criminal	Texas Department of Public Safety (DPS)	<a href="#">Gov't Code § 411.075</a>	<b>Order of Nondisclosure</b>	Texas Department of Public Safety P. O. Box 4143 Austin, TX 78765-4143 Attn: Nondisclosures  <a href="#">Send email to: nondisclosures@dps.texas.gov</a>	Not later than the 15 <sup>th</sup> business day after the date an order of nondisclosure is issued	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.
<b>TEXAS DEPT. OF STATE HEALTH SERVICES (DSHS), VITAL STATISTICS UNIT</b>									
40		District Clerk	Family - Vital Statistics	Texas Department of State Health Services - Vital Statistics	<a href="#">Health &amp; Safety Code § 194.002</a>	<b>VS reporting form-Divorce or Annulment granted Information on Suit Affecting the Family Relationship (Excluding Adoptions)</b>  <a href="https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting">https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting</a>	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549  <a href="#">TX DSHS Form VS-165</a>  E-mail: <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 following the month in which the divorce or annulment was granted	Clerk must file a completed report on TX DSHS Form VS-165 for each divorce or annulment granted in the district court.

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
41	District Clerk	Family - Vital Statistics	Texas Department of State Health Services - Vital Statistics	<a href="#">Family Code, § 108.003</a> <a href="#">Health &amp; Safety Code § 192.009</a>	<b>Adoption Decree - Form VS-160</b> <a href="https://www.dshs.state.tx.us/vital-statistics/birth-records/new-birth-certificate-based">https://www.dshs.state.tx.us/vital-statistics/birth-records/new-birth-certificate-based</a>	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549	Not later than the 10 <sup>th</sup> day of the first month after the month in which the adoption is rendered.	Clerk to transmit a certified report of adoption using a VS-160 form.
42	District Clerk	Family - Vital Statistics	Texas Department of State Health Services - Vital Statistics	<a href="#">Family Code § 45.004(b)</a> <a href="#">Family Code, Ch. 108</a>	<b>Name Change for Minor</b> <a href="https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting">https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting</a>	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549  <a href="#">TX DSHS Form VS-165</a> <b>E-mail:</b> <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	No stated time frame, but implication is immediately upon issuance of order	If the child is subject to the continuing jurisdiction of a court under Chapter 155, the court shall send a copy of the order to the central record file as provided in Chapter 108.
43	District Clerk	Family - Vital Statistics	Texas Department of State Health Services - Vital Statistics	<a href="#">Health &amp; Safety Code § 192.0051</a> <a href="#">Family Code, § 108.008</a>	<b>VS Form- Paternity Determination Information on Suit Affecting the Family Relationship (Excluding Adoptions)</b> <a href="https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting">https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting</a>	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549  <a href="#">TX DSHS Form VS-165</a> <b>E-mail:</b> <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	Immediately after order becomes final	Clerk prepares report of each order determining paternity on designated form and sends to Vital Statistics.
44	District Clerk	Family - Vital Statistics	Texas Department of State Health Services - Vital Statistics	<a href="#">Family Code § 108.001(a), (d)</a>	<b>VS Form-SAPCR –Court Order Information on Suit Affecting the Family Relationship (Excluding Adoptions)</b> <a href="https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting">https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting</a>	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549  <a href="#">TX DSHS Form VS-165</a> <b>E-mail:</b> <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	No stated time frame, but implication is immediately upon issuance of judgment or order	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.
45	District Clerk	Family - Vital Statistics	Texas Department of State Health Services - Vital Statistics	<a href="#">Family Code § 108.004</a>	<b>VS Form- SAPCR – loss of court's jurisdiction Information on Suit Affecting the Family Relationship (Excluding Adoptions)</b> <a href="https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting">https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting</a>	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549  <a href="#">TX DSHS Form VS-165</a> <b>E-mail:</b> <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	Upon the loss of continuing, exclusive jurisdiction	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.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
46		District Clerk	Family - Vital Statistics	Texas Department of State Health Services - Vital Statistics	<a href="#">Family Code § 105.008</a>	<b>VS-form for Suit Affecting P/C Relationship (excluding adoptions) Information on Suit Affecting the Family Relationship (Excluding Adoptions)</b>  <a href="https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting">https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting</a>	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549  <a href="#">TX DSHS Form VS-165</a>  E-mail: <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	No stated time frame, but implication is immediately upon issuance of judgment or order	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.
47	County Clerk	District Clerk	Family - Judicial Bypass (Financial)	Texas Department of State Health Services - Vital Statistics	<a href="#">Family Code, § 33.007</a>  <a href="#">Supreme Court Parental Notification Rules &amp; Forms (Misc. Docket 22-9077)</a>	<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 (Rule 1.9(b)(4), Supreme Court Parental Notification Rules)	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.  NOTE: The copy of the order is actually sent to the Texas Department of State Health Services instead of to the Comptroller (Rule 1.9(b)(4), Supreme Court Parental Notification Rules).

**JUDICIAL BRANCH CERTIFICATION COMMISSION (OCA)**

48	County Clerk		Guardianship	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">JBCC Rules, Rule 10.2</a>	<b>Notification of Guardianship Registration, Training, &amp; Criminal History Background Check Requirements</b>	Applicant/Proposed Guardian Attorney of Record	No stated time frame, but implication is upon the filing of an application for guardianship	Clerk must send notice to the proposed guardian and the proposed guardian's attorney upon the filing of the application for appointment of a guardian. Notice may be delivered electronically in accordance with Rule 21, TRCP, or mailed to a person for whom an email address is not available.
49	County Clerk		Guardianship	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">JBCC Rules, Rule 10.4</a>  <a href="#">Estates Code, § 1104.003</a>	Notification to JBCC of <b>Waiver of Guardianship Training Requirement</b>	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066  Email: <a href="mailto:jbccguardianregistration@txcourts.gov">jbccguardianregistration@txcourts.gov</a>	Within 5 days of the date of the order appointing guardian	Clerk must notify JBCC of an order appointing permanent guardian in which the training requirement set out in JBCC Rule 10.4 and Estates Code, § 1104.003 are waived. (Temporary guardians are not subject to the training requirement unless the appointment is extended or made permanent.)
50	County Clerk		Guardianship	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">JBCC Rules, Rule 10.6(a)</a>  <a href="#">Estates Code, Chap. 1105</a>	Notification to JBCC of <b>Guardian's Qualification</b>	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066  Email: <a href="mailto:jbccguardianregistration@txcourts.gov">jbccguardianregistration@txcourts.gov</a>	No stated time frame, but implication is upon the appointed guardian's qualification	Clerk must notify JBCC upon the qualification of a court-appointed guardian in accordance with Estates Code, Chap. 1105.
51	County Clerk		Guardianship	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">JBCC Rules, Rule 10.6(c)</a>	Notification to JBCC of <b>dismissal, denial, or nonsuit</b> of guardianship application	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066  Email: <a href="mailto:jbccguardianregistration@txcourts.gov">jbccguardianregistration@txcourts.gov</a>	Within 10 days of the date of the order of dismissal, denial, or nonsuit	Clerk must notify JBCC upon the issuance of an order dismissing, denying, or nonsuiting an application for appointment of a guardian.

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
52	County Clerk	Guardianship	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">JBCC Rules, Rule 10.6(c)</a>	Notification to JBCC of guardian whose information is on file under Rule 10.1 is not appointed or qualified and it is apparent that the <b>person will not be guardian</b>	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066  <u>Email:</u> <a href="mailto:jbccguardianregistration@txcourts.gov">jbccguardianregistration@txcourts.gov</a>	Within 10 days of the date it becomes apparent that the person will not be guardian	Clerk must notify JBCC when a person who has registered a guardianship has not been appointed or qualified, and it is apparent that the person will not be guardian.  NOTE: Consult with the court if necessary to verify this determination.
53	County Clerk	Guardianship	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">JBCC Rules, Rule 10.6(d)</a>  <a href="#">Estates Code, Chap. 1203</a> <a href="#">Estates Code, Chap. 1202</a> <a href="#">Estates Code, Chap. 1204</a> <a href="#">Estates Code, Subch. D, Chap. 1251</a>	Notification to JBCC that a <b>guardian has been removed or the guardianship has been terminated</b>	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066  <u>Email:</u> <a href="mailto:jbccguardianregistration@txcourts.gov">jbccguardianregistration@txcourts.gov</a>	Immediately upon the filing of the order removing the guardian or closing the guardianship	Clerk must notify JBCC when a guardian has been removed or a guardianship has been terminated by order of the court.
54	County Clerk	Guardianship	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">JBCC Rules, Rule 10.6(d)</a>  <a href="#">Estates Code, Chap. 1022</a>  <a href="#">Estates Code, Chap. 1023</a>	Notification to JBCC that a <b>guardianship has been transferred</b> to another venue or jurisdiction	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066  <u>Email:</u> <a href="mailto:jbccguardianregistration@txcourts.gov">jbccguardianregistration@txcourts.gov</a>	Within 10 days of the date the transferring clerk receives confirmation of receipt and acceptance from the clerk of the court to which the case was transferred	Clerk must notify JBCC when a guardianship has been ordered transferred to another county or another court and has been accepted by the clerk of the court to which it was transferred.
55	County Clerk	Guardianship Certified Guardians	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">Estates Code § 1104.256</a>	<b>Guardians – Private Professional Guardians and Program Guardians Certification Requirement</b>  <a href="#">Rules of the Judicial Branch Certification Commission</a>  <a href="https://jbcctexas.txcourts.gov/Default.aspx?BusinessUnit=GRD">https://jbcctexas.txcourts.gov/Default.aspx?BusinessUnit=GRD</a>	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711  <u>Email to:</u> <a href="mailto:compliance@txcourts.gov">compliance@txcourts.gov</a>	No stated time frame, but implication is immediately upon discovering the fact	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 (e.g., private professional guardian, person providing guardianship services for a guardianship program, and employees of HHSC Guardianship Services Program).
56	County Clerk	Guardianship Private Professional Guardians	Office of Court Administration - Judicial Branch Certification Commission	<a href="#">Estates Code § 1104.306</a>	<b>Guardians – Registered Private Professional Guardians</b>	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711  <u>Email to:</u> <a href="mailto:compliance@txcourts.gov">compliance@txcourts.gov</a>	Not later than January 31st each year	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.
<b>TEXAS SECRETARY OF STATE</b>								
57	District Clerk	Civil - Tax	Texas Secretary of State	<a href="#">Tax Code § 171.304</a>	<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	Mail judgment or deliver certification "promptly" after the relevant court action	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.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
58	County Clerk		Vital Records - Voter Registration	County Voter Registrar Secretary of State	<a href="#">Election Code § 16.001(a)</a>	Death Certificate Abstract	County Voter Registrar  Secretary of State Must be submitted electronically (800)252-8683	As "soon as possible" but not later than the 7 <sup>th</sup> day after the date the abstract was prepared.	Local registrar shall prepare an abstract of each death certificate issued in the month for a decedent 18 years of age or older who was a resident of the state at the time of death. This is a requirement only if the clerk is designated as the local registrar. For a list of local registrars see: <a href="http://www.dshs.state.tx.us/vs/field/localremotedistrict.shtm#local">www.dshs.state.tx.us/vs/field/localremotedistrict.shtm#local</a> .
59	County Clerk		Probate - Voter Registration	County Voter Registrar Secretary of State	<a href="#">Election Code § 16.001(b)</a>	Probate Application	County Voter Registrar  Secretary of State Must be submitted electronically (800) 252-8683	As "soon as possible" but not later than the 7 <sup>th</sup> day after the date the abstract was prepared.	Clerk must prepare an abstract of each application for probate of a will, administration of a decedent's estate, or determination of heirship and each small estate affidavit under Ch. 205, Estates Code, and shall then file "as soon as possible" the abstract with the voter registrar and the Secretary of State.
60	County Clerk	District Clerk	Jury - Voter Registration	County Voter Registrar Secretary of State	<a href="#">Government Code § 62.114</a>	Jury Service - Disqualification because potential juror not county resident	County Voter Registrar  Secretary of State Must be submitted electronically (800) 252-8683	On the third business day of each month	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. On the third business day of each month, the clerk sends a copy of the list to the voter registrar of the county and the secretary of state.
61	County Clerk	District Clerk	Jury - Voter Registration	County Voter Registrar Secretary of State County Prosecutor	<a href="#">Government Code § 62.113</a>  <a href="#">Election Code, § 13.007</a>	Jury Service - Disqualification because potential juror not a U.S. citizen	County Voter Registrar, Secretary of State, and county attorney or district attorney  Secretary of State Must be submitted electronically (800)252-8683	On the third business day of each month	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 for an investigation of whether the person committed an offense under Section 13.007, Election Code, or other law.
<b>TEXAS DEPT. OF CRIMINAL JUSTICE (TDCJ)</b>									
62	County Clerk	District Clerk	Criminal	Texas Department of Criminal Justice- Correctional Institute	<a href="#">Code of Criminal Procedure, Art. 66.252(f)</a>  <a href="#">Code of Criminal Procedure, Art. 42A.202(b)</a>	Court Order – releasing defendant sentenced to TDCJ on community supervision 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 Institute Division P. O. Box 99 Huntsville, TX 77342 (936) 437-2169 FAX (936)437-6325  <a href="mailto:io@tdcj.texas.gov">General email: io@tdcj.texas.gov</a>	Not later than the 7 <sup>th</sup> day after the date of the defendant's release	The court exercising jurisdiction over an offender when the offender is under bench warrant and not imprisoned shall report the release of the offender to the Texas Department of Criminal Justice. No specific manner of reporting is mandated.
<b>TEXAS INDIGENT DEFENSE COMMISSION</b>									
63	County Clerk	District Clerk	Civil, Criminal - Financials	Texas Indigent Defense Commission	<a href="#">Gov't Code § 57.002</a>	Court Interpreter Services Interpretation Services for Expenses paid by the County  <a href="https://www.txcourts.gov/statistics/court-interpretation-services/">https://www.txcourts.gov/statistics/court-interpretation-services/</a>	Texas Indigent Defense Commission (TIDC)- Auditors Portal	Annually by November 1	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.

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
<b>TEXAS ATTORNEY GENERAL</b>								
64	County Clerk	District Clerk	Civil Attorney General of Texas	<a href="#">Gov't Code, § 402.010 (OCA form referenced in Subsection (a-1))</a>	Petition or Motion <b>Challenging the Constitutionality</b> of a Texas Statute  <a href="https://www.txcourts.gov/rules-forms/challenging-the-constitutionality-of-a-state-statute/">https://www.txcourts.gov/rules-forms/challenging-the-constitutionality-of-a-state-statute/</a>	Attorney General of Texas  Email: <a href="mailto:Const_claims@texasattorneygeneral.gov">Const_claims@texasattorneygeneral.gov</a>	No stated time frame, but implication is immediately after petition or motion is filed.	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 notice 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.
<b>TEXAS COMPTROLLER</b>								
65	County Clerk	District Clerk	<b>Registry of the Court - Unclaimed Property, Cash Bail Bonds</b> Texas Comptroller of Public Accounts Unclaimed Property	<a href="#">Property Code § 72.101</a> <a href="#">Property Code § 74.101</a>	<b>Unclaimed Cash Bail Bonds</b> <a href="https://www.claimittexas.gov/">https://www.claimittexas.gov/</a>  Email questions to: <a href="mailto:up.holder@cpa.texas.gov">up.holder@cpa.texas.gov</a>	Texas Comptroller of Public Accounts Unclaimed Property Division P.O. Box 12019 Austin, TX 78711-2019 (512) 463-2059	The report must be made on or before July 1st following the Clerk's annual March 1st review.	The clerk must review all cash bail bonds held by the 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. LGC 117.053 provides a court order for delivery of certain funds to the comptroller, including cash bonds. The clerk must report and deliver all cash bail bonds that are considered to be dormant under Property Code, Chapter 72, to the Comptroller.
66	County Clerk	District Clerk	<b>Registry of the Court - Unclaimed Property</b> Texas Comptroller of Public Accounts Unclaimed Property	<a href="#">Property Code § 72.101</a> <a href="#">§ 74.101</a> <a href="#">§ 74.301</a> <a href="#">Local Gov't Code § 117.002</a>	<b>Unclaimed Funds other than cash bail bonds</b> <a href="https://www.claimittexas.gov/">https://www.claimittexas.gov/</a> Email questions to: <a href="mailto:up.holder@cpa.texas.gov">up.holder@cpa.texas.gov</a>	Texas Comptroller of Public Accounts Unclaimed Property Division P.O. Box 12019 Austin, TX 78711-2019 (512) 463-2059	The report and the delivery must be made on or before July 1st following the Clerk's annual March 1st review.	The clerk must review all registry funds held by the clerk each March 1st. Any funds deposited in the registry of the court, <b>except cash bail bonds</b> , that are presumed abandoned consistent with Property Code, Chap. 72, shall be <b>reported and delivered</b> to the comptroller without further action by any court. Property is presumed to be abandoned if, for a period longer than 3 years, the whereabouts of the presumed owner(s) are unknown and a claim to the property has not been not been asserted or an act of ownership of the property has not been exercised.  The clerk must file the report each year regardless of whether the clerk has any reportable property as of March 1. NOTE: Registry funds in amounts of \$100 or less are not reported to the State Comptroller, but are subject to reporting under Property Code, Chap. 76.
<b>TEXAS HEALTH &amp; HUMAN SERVICES COMMISSION</b>								
67	County Clerk	District Clerk	Civil Texas Health & Human Services Commission Department of Aging and Disability Services	<a href="#">Health &amp; Safety Code § 242.051</a>	Exemplary Damage Award against a <b>nursing home</b> or nursing home officer, employee or agent  Email: <a href="mailto:lcfacilitiesenforcement@hhs.texas.gov">lcfacilitiesenforcement@hhs.texas.gov</a>	LTC Facilities Enforcement- Mail Code: 4117 Health and Human Services Commission P. O. Box 149030 Austin, TX 78714	No stated time frame. The presumption is that this notice should occur shortly after the award of exemplary damages.	Clerk/Court is to notify the Texas Department of Health & 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.  No prescribed form to use for the Notice, providing a copy of the judgment is presumed acceptable.

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
<b>U.S. IMMIGRATION &amp; NATURALIZATION SERVICE</b>								
68	District Clerk	Criminal	U.S. Immigration and Naturalization Service	<a href="#">Code of Criminal Procedure, Art. 2A.210</a>  <a href="https://www.usa.gov/agencies/u-s-citizenship-and-immigration-services">https://www.usa.gov/agencies/u-s-citizenship-and-immigration-services</a>	Criminal Conviction or deferred adjudication for felony by "illegal criminal alien"	U.S. Immigration and Naturalization Service (INS)	No stated time frame, but implication is immediately after the issuance of the judgment or order	"Judge" is to report to INS. As a practical matter, however, the clerk should assist in developing a procedure for this report to be provided by the designated department. (i.e. clerk's office, sheriff's department or the CSCD make this report.)
<b>COUNTY VOTER REGISTRAR</b>								
69	County Clerk	Vital Records - Voter Registration	County Voter Registrar Secretary of State	<a href="#">Election Code § 16.001(a)</a>	Death Certificate Abstract	County Voter Registrar Secretary of State Must be submitted electronically (800)252-8683	As "soon as possible" but not later than the 7 <sup>th</sup> day after the date the abstract was prepared.	Local registrar shall prepare an abstract of each death certificate issued in the month for a decedent 18 years of age or older who was a resident of the state at the time of death. This is a requirement only if the clerk is designated as the local registrar. For a list of local registrars see: <a href="http://www.dshs.state.tx.us/vs/field/localremotedistrict.shtm#local">www.dshs.state.tx.us/vs/field/localremotedistrict.shtm#local</a> .
70	County Clerk	Probate - Voter Registration	County Voter Registrar Secretary of State	<a href="#">Election Code § 16.001(b)</a>	Probate Application	County Voter Registrar Secretary of State Must be submitted electronically (800) 252-8683	As "soon as possible" but not later than the 7 <sup>th</sup> day after the date the abstract was prepared.	Clerk must prepare an abstract of each application for probate of a will, administration of a decedent's estate, or determination of heirship and each small estate affidavit under Ch. 205, Estates Code, and shall then file "as soon as possible" the abstract with the voter registrar and the Secretary of State.
71	County Clerk	Guardianship - Voter Registration	County Voter Registrar	<a href="#">Election Code § 16.002</a>	Judgment of Mental Incompetency (Guardianship)	County Voter Registrar	Not later than the 10 <sup>th</sup> day of the month in which the abstract is prepared.	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.
72	County Clerk District Clerk	Jury - Voter Registration	County Voter Registrar Secretary of State	<a href="#">Gov't Code § 62.114</a>	Jury Service - Disqualification because potential juror not county resident	County Voter Registrar Secretary of State Must be submitted electronically (800) 252-8683	On the third business day of each month	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. On the third business day of each month, the clerk sends a copy of the list to the voter registrar of the county and the secretary of state.
73	County Clerk District Clerk	Jury - Voter Registration	County Voter Registrar Secretary of State County Prosecutor	<a href="#">Gov't Code § 62.113</a>  <a href="#">Election Code, § 13.007</a>	Jury Service - Disqualification because potential juror not a U.S. citizen	County Voter Registrar, Secretary of State, and county attorney or district attorney Secretary of State Must be submitted electronically (800)252-8683	On the third business day of each month	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 for an investigation of whether the person committed an offense under Section 13.007, Election Code, or other law.
74	County Clerk District Clerk	Jury - Voter Registration	County Voter Registrar	<a href="#">Gov't Code § 62.109(a), (c)</a>	Jury Service - Exemption ordered by District Court	County Voter Registrar	"promptly"	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.
75	County Clerk District Clerk	Jury - Voter Registration	County Voter Registrar	<a href="#">Gov't Code § 62.107(a), (c)</a>	Jury Service – Permanent Exemption Claimed by Person Over 75	County Voter Registrar	"promptly"	Clerk shall have a copy of the statement claiming a permanent exemption on the basis of age promptly delivered to the county voter registrar.

No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes	
<b>OTHER</b>									
76	County Clerk	District Clerk	Criminal	Prosecuting Attorney, Local Law Enforcement, Child Care Facility and/or School	<a href="#">Code of Criminal Procedure Art. 17.51</a>	<b>Bond Conditions Notice Requirements</b> <a href="https://www.txcourts.gov/judicial-data/protective-order-registry/authorized-user-information-instructions/">https://www.txcourts.gov/judicial-data/protective-order-registry/authorized-user-information-instructions/</a>	Prosecuting Attorney, Local Law Enforcement agencies, Child Care Facility and/or School	As soon as practical <b>but not later than the next business day</b> after conditions of release on bond for a defendant are ordered and/or modified.	The clerk of the court of a County or District Judge who sets, modifies, or removes conditions of a bond is required to provide a copy of the new bond condition order to (1) the state's attorney, (2) sheriff of the county where the defendant resides, and (3) any child care facility or school where the defendant is prohibited from going to or near as a condition of the bond.
77	County Clerk	District Clerk	Criminal	Staff Judge Advocate General or the provost marshal of military installation where defendant is assigned	<a href="#">Code of Criminal Procedure Art. 42.0183</a>	<b>Criminal Conviction (or grant of deferred adjudication) of a person who is a member of the state military forces or is serving in the U.S. armed forces</b> in an active-duty status for an offense constituting family violence or offense under Title 5, Penal Code	Staff Judge Advocate General or the provost marshal of the military installation to which the defendant is assigned.  Dept. of Defense Inspector General (800) 424-9098 or contact local law enforcement for local contact information	No stated time frame, but implication is immediately after issuance of the order	This reporting requirement applies only if the defendant is a member of the state military forces or is serving in the U.S. armed forces in an active duty status.  Penal Code, Title 5 includes criminal homicide, kidnapping, human trafficking, sexual offenses and assaultive offenses in certain circumstances.
78	County Clerk	District Clerk	Criminal	Texas Board of Nurse Examiners	<a href="#">Occupations Code § 301.409</a>	<b>Criminal Conviction or deferred adjudication</b> for certain offenses committed by <b>licensed nurse</b>  *Email to: <a href="mailto:compliance@bon.texas.gov">compliance@bon.texas.gov</a>	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 or granting of deferred adjudication	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."
79	County Clerk	District Clerk	Criminal	Texas Commission on Law Enforcement	<a href="#">Code of Criminal Procedure Art. 42.011</a>  <a href="#">Occupations Code, Ch. 1701</a>	<b>Criminal Conviction or placed on community supervision</b> - felony committed by <b>law enforcement officer</b> licensed by the Texas Commission on Law Enforcement  Email to: <a href="mailto:support@tcole.texas.gov">support@tcole.texas.gov</a>	Texas Commission on Law Enforcement 6330 U.S. Hwy. 290 E. Austin, TX 78723 936-7717	No stated time frame, but implication is immediately upon issuance of judgment	Clerk is to send (either electronically or by mail) the person's license number and a certified copy of the judgment. Article 42.011 refers to individuals licensed under Occupations Code, Chapter 1701.
80	County Clerk	District Clerk	Criminal	Texas State Board of Educators  Chief Administrative Officer of private school where defendant is employed	<a href="#">Code of Criminal Procedure, Art. 42.018(b), (c)</a>	<b>Criminal Conviction or granting of deferred adjudication</b> for certain offenses committed by <b>certified teacher or person employed by a private school</b>  <a href="mailto:complaintsmanagement@tea.texas.gov">complaintsmanagement@tea.texas.gov</a>	Texas State Board for Educator Certification 1701 North Congress Ave WBT 5-100 Austin, TX 78701-1494 Attn.: Office of Compliance & Concerns  Consult attorney for the state to obtain private school contact information	Not later than the fifth day after the date the teacher is convicted or is granted deferred adjudication	Clerk is to provide the State Board for Educator Certification or the chief administrative officer of the private school at which the person is employed with written notice of a certified teacher's or private school employee's conviction or deferred adjudication for offenses cited in Code of Criminal Procedure, Art. 42.018.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
81	County Clerk	District Clerk	Criminal	Texas Department of Insurance	<a href="#">Code of Criminal Procedure, Art. 42.0181</a>	<b>Criminal Conviction or grant of deferred adjudication</b> for certain offenses committed by person licensed by Texas Department of Insurance  Email: <a href="mailto:TDI-LicAdmReview@tdi.texas.gov">TDI-LicAdmReview@tdi.texas.gov</a>	Agent and Adjuster Licensing, MC: CO-AAL Texas Department of Insurance PO Box 12030 Austin, Texas 78711-2030 Customer Service: (512) 676-6500	Not later than the 5th day after the conviction or grant of deferred adjudication	Clerk is to provide the Department of Insurance with written notice of the person's conviction or placement on deferred adjudication for an offense under Penal Code Chapters 31 (theft), 32 (fraud), 34 (money laundering), or 35 (insurance fraud).
82	County Clerk	District Clerk	Criminal - Mental Health	Texas State Board of Medical Examiners	<a href="#">Occupations Code § 160.102</a>	<b>Mental Illness/Incompetency – Physician</b> found to be mentally ill or mentally incompetent by a court  <a href="https://www.tmb.state.tx.us/page/contact-us">https://www.tmb.state.tx.us/page/contact-us</a>	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	Clerk is to prepare and forward to the Board a certified abstract of the record.
83	County Clerk	District Clerk	Criminal - Mental Health	Texas Board of Nurse Examiners	<a href="#">Occupations Code § 301.409</a>	<b>Mental Incompetency – Nurse</b> found to be mentally ill or mentally incompetent by court  *Email to: <a href="mailto:compliance@bon.texas.gov">compliance@bon.texas.gov</a>	Texas Board of Nurse Examiners 333 Guadalupe 3-460 Austin, TX 78701 (512) 305-7400	Not later than 30 days after the date the nurse is found to be mentally incompetent	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."
84	County Clerk	District Clerk	Criminal - Mental Health	Victim or Victim's Guardian/Relative	<a href="#">Code of Criminal Procedure, Art. 46C.003</a>	<b>Victim Notification of Release</b>	Victim or Victim's Guardian or Closest Relative	No stated timeframe, implication is immediately upon receipt of order of discharge or release	Clerk is required to send notification to the victim or the victim's guardian or closest relative upon receipt of an order of discharge or order of release to outpatient care of a defendant acquitted of the offense(s) by reason of insanity under Chap. 46C, Code of Criminal Procedure. Clerk is authorized to access and use the information provided on any victim impact statement received by the court under Subch. D, Chap. 56A or other information made available to the court. On request, the victim assistance coordinator is authorized to provide the information or assistance necessary for the clerk to provide the required notification.
85	County Clerk	District Clerk	Civil - Workers Compensation	Texas Workers' Compensation Commission	<a href="#">Labor Code §§ 501.022</a> <a href="#">501.050</a> <a href="#">502.069</a> <a href="#">503.069</a> <a href="#">505.059</a>	<b>Appeal</b> of decision of the Texas Workers' Compensation Commission (TWCC) filed in which one of the parties is the State of Texas or a listed Texas state actor  <b>Judgment rendered</b> in case appealing a decision of the Texas Workers' Compensation 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 20th day after the date the <b>Appeal is filed</b>  Not later than the 20th day after the date the <b>judgment is rendered</b>	Clerk must mail a "notice" of the appeal to TWCC giving the case style, number, and date of filing.  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 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.
86	County Clerk	District Clerk	Civil Related to Criminal - Occupational DL	County or District Attorney who is representing the State	<a href="#">Transportation Code § 521.243</a> <a href="#">Penal Code, § 19.05</a> <a href="#">Penal Code, §§ 49.04-49.08</a>	<b>Petition Filed – 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	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 following a conviction for an offense under Sections 19.05 or 49.04 - 49.08 of the Penal Code or an offense to which Section 521.342 of the Transportation Code applies.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
87	County Clerk	District Clerk	Family - Protective Order	Clerk of Court in appropriate County	<a href="#">Family Code, § 85.062</a>	Protective Order issued by court other than court where SAPCR and/or dissolution of marriage suit is pending  <a href="https://card.txcourts.gov/DirectorySearch.aspx">https://card.txcourts.gov/DirectorySearch.aspx</a>	Clerk of Court where SAPCR and/or dissolution of marriage suit is pending	No stated time frame, but implication is immediately after the issuance of the order	Clerk is to send a copy of the protective order to the court in which the suit is pending.
88	County Clerk	District Clerk	Family - Protective Order	Law Enforcement - Constable/Sheriff, Police Department; Title IV-D agencies; child care/school, etc	<a href="#">Family Code §§ 85.041 and 85.042 (a), (a-1) (b)</a>	Protective Order	Respondent; Applicant; LOCAL- Law Enforcement; Specified Departments or agencies named in the order. (Example- Employer, Daycare, School, Military, etc.)	Date of hearing to Applicant and/or Respondent if present in open court.  Not later than the third business day after the date of the hearing to Respondent and/or Applicant if not present at the hearing.  Not later than the next business day after the date the court issues an original or modified protective order to the agencies and entities listed in FC § 85.042, as applicable.	Copy of order served on respondent named in the order: 1) as provided by Rule 21a, TRCP; 2) in the same manner as a writ of injunction, or 3) in open court at close of hearing. Certified copy of order delivered to applicant at the time the order is given to the respondent, if appearing in court. FC § 85.041  If order is not reduced to writing on hearing date and/or the respondent and/or applicant is not present at the hearing, the clerk must mail a copy to the respondent and/or mail a certified copy of the order to the applicant <b>not later than the third business day</b> after the hearing. Clerk must deliver a copy of the order <b>not later than the next business day</b> to specified law enforcement agencies and other entities as specified in statute and in the order, if applicable. Review Family Code, § 85.042 for complete list.
89	County Clerk	District Clerk	Family - Protective Order	Each person and entity that received a copy of the original or modified protective order	<a href="#">Family Code § 85.042</a>	Order Vacating a Protective Order	Each individual who received a copy of the original protective order or modified protective order	No stated time frame, but implication is immediately after issuance of the order modifying or vacating the protective order	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.  Notice may be given electronically or in another manner that can be accessed by the recipient. FC § 85.042(f)
90	County Clerk	District Clerk	All Court Orders entered in a case	All parties, attorneys appearing in the case	<a href="#">Gov't Code, § 80.002(b)</a>  <a href="#">Rule 21(f)(10), TRCP</a>  <a href="#">Rule 2.7(b), Supreme Court Rules Governing Electronic Filing in Criminal Cases</a>	All court orders entered in a case in which the use of the electronic filing system is required or authorized	All parties and attorneys appearing in a case.  Electronic delivery is made through the statewide electronic filing system or by notification through re:SearchTX integration; clerk may use other electronic delivery methods, and must use alternative delivery methods for any person for whom electronic delivery is not possible, e.g., first class mail, etc.	No stated time frame, but the implication is that delivery is required immediately upon filing of the order	TX Supreme Court Comment to 2023 change to Rule 21, TRCP: "Clerks are encouraged to coordinate and work with other court staff to effectuate this rule. Nothing in Rule 21(f)(10) prohibits the court from sending orders, notices, and documents to parties by additional methods and the clerk is strongly encouraged to use additional methods when a party is unrepresented. If a party has not provided an e-mail address and consequently compliance with Rule 21(f)(10) is impossible, then the clerk should use an alternative method to send orders, notices, and documents to that party."  NOTE: Attorneys who have made an appearance in a case and parties for whom an email address is entered in re:SearchTX or the case management system will receive notification and access to orders through re:SearchTX integration. Only non-represented (pro se) parties who have not provided an email address will require delivery of copies from the clerk.
91	County Clerk	District Clerk	Family	State licensing agency as directed by the Court	<a href="#">Family Code § 232.002</a> <a href="#">§ 232.008(d)</a> <a href="#">§ 232.013</a>	Suspension of license for failure to pay child support or order order vacating or staying license suspension. Work with Prosecutor to identify where to report.	Appropriate State licensing agency – all licensing agencies are subject to this requirement unless otherwise exempt by statute.	No stated time frame, but implication is immediately after the issuance of the order.  If order is vacating or staying suspension then report "promptly".	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, etc.).  If the court renders an order vacating or staying an order to suspend a license, the clerk must promptly deliver the order to the licensing authority. The clerk must collect from the obligor \$5 for each order mailed.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
92	County Clerk	District Clerk	Registry of the Court - Interest Earned	Internal Revenue Service	<a href="#">Local Gov't Code § 117.003</a>	<b>1099- Interest - Interest earned</b>  Coordinate with County Treasurer and Auditor	Internal Revenue Service 866-455-7438	File Copy A with IRS by March. Furnish Copy B to the Recipient by February. Keep Copy C for your file.	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.
93	County Clerk	District Clerk	Jury - Juror Pay / Reimbursement \$600+	Internal Revenue Service	<a href="#">Title 26, U.S.C., Internal Revenue Code</a>  <a href="#">Gov't Code, § 61.001</a>	<b>1099-NEC - Juror Payment - Reimbursement \$600+</b>  Coordinate with County Treasurer and Auditor  <a href="#">Form 1099-NEC</a> <a href="#">Form 1099-NEC Instructions</a> <a href="#">Form W-9 Request for Taxpayer ID</a> <a href="#">Form W-9 Instructions</a>	Internal Revenue Service 866-455-7438  <a href="#">IRS Information Reporting Intake System (IRIS)</a>	File Form 1099-NEC with the IRS no later than January 31 each year, or the next business day if the date falls on a Saturday, Sunday or legal holiday, for each juror payment / reimbursement of \$600 or more in a calendar year.	NOTE: This requirement only applies if the Clerk issued the juror reimbursement payment; otherwise, the county auditor or treasurer will issue the 1099-NEC. IRS Form 1099-NEC (non-employee compensation) must be issued and submitted to the IRS for each juror payment / reimbursement of \$600 or more during the calendar year. Form 1099-NEC is sent to the person who received the payment and to the IRS. NOTE: In order to issue the 1099-NEC, the taxpayer ID of the person who received the payment must be obtained at the time the disbursement is made by having the juror(s) complete IRS Form W-9.
94	County Clerk	District Clerk	Registry of the Court - Cash Bail Bond \$10K+	Internal Revenue Service	<a href="#">26 United States Code (U.S.C.) 6050I</a>  <a href="#">31 U.S.C. 5331</a>	<b>Criminal Cash Bail Bonds \$10K or More</b>  <a href="#">IRS Form 8300</a>  <a href="#">IRS Instructions for Form 8300</a>	Internal Revenue Service 866-455-7438 Detroit Federal Building P.O. Box 32621 Detroit MI 48232  <a href="https://bsaefiling.fincen.treas.gov/main.html">https://bsaefiling.fincen.treas.gov/main.html</a>  <a href="#">Search U.S. Code:</a> <a href="https://uscode.house.gov/search/criteria.shtml">https://uscode.house.gov/search/criteria.shtml</a>	File Form 8300 with the IRS no later than the 15th day after the cash bond was received, or next business day if the date received falls on a Saturday, Sunday or legal holiday.	Clerks of federal or state courts, including district courts and county-level courts, must file IRS Form 8300 if more than \$10,000 in cash is received as bail for an individual charged with a specified criminal offense. "Cash" includes currency, cashier's checks, money orders, bank drafts or traveler's checks. Both dollar threshold and the specified criminal offense criteria must be met. Offenses include: <ul style="list-style-type: none"><li>• A federal criminal offense involving a controlled substance (as defined in section 802 of Title 21 of the U.S. Code);</li><li>• Racketeering (as defined in section 1951, 1952, or 1955 of Title 18 of the U.S. Code);</li><li>• Money laundering (as defined in section 1956 or 1957 of Title 18 of the U.S. Code); and</li><li>• Any state criminal offense substantially similar to stated offenses 1–3 above.</li></ul>
95	County Clerk	District Clerk	Registry of the Court - Receivership on Mineral Interests, Notice Concerning Fiduciary Relationship & Filing of Tax Returns	Internal Revenue Service	<a href="#">Civil Practice &amp; Remedies Code, Subch. F, Chap. 64</a>  <a href="#">26 USC CFR § 301.6871(a)-2 (Internal Revenue Code)</a>  <a href="#">26 USC § 6012-3</a>	<b>Receivership Payments on Mineral Interests</b>  <a href="#">IRS Form 56 - Notice Concerning Fiduciary Relationship</a>  <a href="#">IRS Instructions for Form 56</a>  <a href="#">Internal Revenue Manual, § 5.17.13</a>	Internal Revenue Service 866-455-7438  Form 56 - Send to IRS office at the address located where the person for whom you are acting as receiver is required to file tax returns. See Form 56 instructions.	Form 56, Notice Concerning Fiduciary Relationship must be filed when the court orders the appointment of the clerk as receiver. Receivership tax returns must be filed each year no later than the due date set by the IRS for filing of tax returns.	A clerk who is appointed a receiver of mineral interests payments for unknown heirs may be responsible for filing annual tax returns for the receivership. See 26 United States Code (USC) § 6012-3.  Typically for receivership of mineral interest payments to unknown heirs. Please review the legal citations and resources provided in this chart for detailed information.  Upon appointment as receiver, the clerk is also required to give notice of the appointment by filing IRS Form 56, Notice Concerning Fiduciary Relationship, where the person for whom you are acting is required to file tax returns. See IRS Instructions for Form 56.
96	County Clerk		Registry of the Court - Annual Report to the Court on Invested Funds	Court(s) having jurisdiction over the affected case(s)	<a href="#">Estates Code, § 1355.052</a>	<b>Investments Status Report</b>	Court(s) having jurisdiction over the affected case(s)	Not later than March 1 each year	Clerk must submit a written report annually to the court of the status of an investment made by the county clerk under Estates Code, Sec. 1355.051. The report must contain: 1) the amount of the original investment or value on the date of the last accounting, whichever is later; 2) any increase, dividend or income from the account as of the last accounting; 3) the total amount of the investment and all increases, dividends, or income at the date of the report; and 4) the name of the depository or the type of investment.

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
97	County Clerk	District Clerk	Registry of the Court - Unclaimed Property, \$100 or less	County Treasurer	<a href="#">Property Code § 76.101</a> <a href="#">Property Code § 76.301</a>	<b>Unclaimed Property, \$100 or less</b>  Coordinate with County Treasurer for reporting and delivery process	County Treasurer  Coordinate with County Treasurer for reporting and delivery process	The report must be made on or before November 1st following the Clerk's annual June 30 review.	The clerk must review all registry funds of \$100 or less held by the clerk as of June 30. Any funds deposited in the registry of the court that are presumed abandoned consistent with Property Code, Chap. 72, shall be reported and delivered to the County Treasurer. Property is presumed to be abandoned if, for a period longer than 3 years, the whereabouts of the presumed owner(s) are unknown and a claim to the property has not been not been asserted or an act of ownership of the property has not been exercised. The clerk must file the report each year regardless of whether the clerk has any reportable property as of June 30.
98	County Clerk	District Clerk	Financials	County Treasurer	<a href="#">Local Gov't Code § 113.022</a>	<b>Daily Deposit</b> of Funds <a href="https://www.txcourts.gov/publications-training/publications/filing-fees-courts-costs/">https://www.txcourts.gov/publications-training/publications/filing-fees-courts-costs/</a>	County Treasurer	Daily	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.