

**County Clerk Reporting Requirements
January 2008**

| No. | Item Reported | Report Name | Report Recipient & Address | Form No/Contact Information | Time Reported | Legal Citation | Notes |
|-----|---|-------------|---|---|---|---|--|
| 1 | Court Order - Chemical Dependency Treatment | | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 | (512) 424-5720 | Before the 10th day after the date the court enters the order | Transportation Code §521.319 | Clerk must notify DPS of the court order so that DPS may revoke the driver's license of the person who is the subject of the order. |
| 2 | Court Order - Costs in Parental Notification Suit for ad litems, court costs or court reporters to be paid by state | | 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 th day after the date of a final ruling | Family Code § 33.007 Texas Parental Notification Rule 1.9(b)(2), (4) | Clerk must "direct" copy of court order to Comptroller who shall pay the amount ordered from funds appropriated to the Texas Department of State Health Services. But copy of order is actually sent to the Texas Department of State Health Services instead of to the Comptroller. |
| 3 | Court Order – Occupational Driver’s License granted (or revocation of occupational driver’s license) | | Texas Department of Public Safety Safety Responsibility P.O. Box 15999 Austin, TX 78761-5999 | | No stated time frame, but implication is immediately after issuance of the order | Transportation Code § 521.249 | Clerk is to send certified copy of the petition and court order granting the occupational license. The order is to set out the judge’s findings and restrictions in regard to issuance of the license. Similarly, if the court that granted the license subsequently revokes the license, the clerk must send a certified copy of the order. |
| 4 | Court Order – Order of Nondisclosure | | Texas Department of Public Safety PO Box 4143 Austin, TX 78765-4143 Attn: Expunctions | expunctions@txdps.state.tx.us | Not later than the 15 th business day after the date an order of nondisclosure is issued | Government Code §411.081 | 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 transmission. |
| 5 | Court Order – Protective Order based on criminal defendant’s commission of offense because of bias or prejudice | | Regulatory Licensing Service MSC 0245 Texas Department of Public Safety PO Box 4087 Austin TX 78773-0245 | chl@txdps.state.tx.u (512) 424-7293 or (512) 424-7294 Helpline: (800) 224-5744 | No stated time frame, but implication is immediately after the issuance of the order | Code of Criminal Procedure, art. 6.08 | Clerk is to send 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.” |

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| 6 | Court Order - Protective Order issued by court other than court where SAPCR and/or marriage dissolution suit is pending | | Clerk of court where SAPCR and/or marriage dissolution suit is pending | | No stated time frame, but implication is immediately after issuance of the order | Family Code § 85.062 | Clerk is to send a copy of the protective order to the court in which the suit is pending. |
| 7 | Court Order - Protective Order prohibiting respondent from going near a child-care facility or school | | Child-care facility and/or school | | No stated time frame, but implication is immediately after the issuance of the order | Family Code § 85.042 | If the protective order prohibits the respondent from going near a child-care facility or a school, clerk is to send a copy of the protective order to the child-care facility or school. |
| 8 | Court Order – Protective Order suspending a license to carry a concealed handgun | | Regulatory Licensing Service MSC 0245 Texas Department Of Public Safety P.O. Box 4087 Austin TX 78773-0245 | chl@txdps.state.tx.us (512) 424-7293 or (512) 424-7294 Helpline: (800) 224-5744 | No stated time frame, but implication is immediately after the issuance of the order | Family Code § 85.042 | Clerk is to send a copy of the order to the DPS. |
| 9 | Court Order – Releasing person acquitted by reason of insanity from mental hospital on regimen of outpatient care or on discharge from mental hospital | | Texas Department of Criminal Justice Victim Services Division P.O. Box 13401-3401 Austin, Texas 78711-3401 | 1(800) 848-4284 Fax: 512-452-0825 victim.svc@tdcj.state.tx.us | No stated time frame, but implication is immediately after the issuance of the order. | Code of Criminal Procedure, art. 46.03, Section 4(d), Subdivision 8 | The clerk is to provide the name, address, and telephone number of the victim of the crime (as shown on the victim impact statement or other information made available to the court) to the Texas Department of Criminal Justice, Victim Services Division. |
| 10 | Court Order - Vexatious Litigant prohibited from filing new litigation (Pre-Filing Order) | | Office of Court Administration P.O. Box 12066 Austin, TX 78711 Attn: Judicial Information | (512) 463-1625 | No stated time frame. | Civil Practice & Remedies Code § 11.104 | Clerk is to provide a copy of any pre-filing order issued under Section 11.101 of the Civil Practice & Remedies Code. These pre-filing orders prohibit individuals found to be vexatious litigants from filing, in propria persona, new litigation. |
| 11 | Criminal Case - Disposition | Criminal History Reporting Form | Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765 | CR-43 | Not later than the 30th day after the date on which the clerk receives the case disposition | Code of Criminal Procedure, art. 60.08 | The clerk shall report the disposition of the case to the DPS. The DPS provides training on how to complete this form. |

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| 12 | Criminal Conviction - Automatic Suspension of Driver's License required and license surrendered to court | Notice of Convictions | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 | DIC-17 (512) 424-5720 | Not later than the 10th day after the date on which the driver's license is surrendered to the court | Transportation Code § 521.347(a) | The court in which a person is convicted of an offense requiring automatic suspension of the person's driver's license "may" require the person to surrender his or her license to the court. If the license is surrendered to the court, then the clerk must send the license to the DPS along with completed form DIC-17. |
| 13 | Criminal Conviction, Juvenile Adjudication, Deferred Disposition or Acquittal - Alcoholic Beverage Code Chapter 106 offense (minors and alcohol) | | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 | (512) 424-5720 | No stated time frame | Alcoholic Beverage Code § 106.117 | Clerk is to send to DPS a notice of each conviction of an offense under Chapter 106 of the Alcoholic Beverage Code which deals with offenses involving alcohol and minors. Clerk is also to send DPS a notice of each juvenile adjudication, deferred disposition order or acquittal of an offense under Chapter 106. |
| 14 | Criminal Conviction or Forfeiture of Bail - Motor Vehicle Operation Law Violation | Notice of Convictions | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 | DR-18 (512) 424-5720 | Not later than the 30 th day after the date of conviction or forfeiture of bail | Transportation Code §§ 521.347(b); 543.203 | Clerk is to send a record of the conviction or forfeiture of bail of any person convicted of violating (or forfeiting bail in regard to a charge of violating) a state law regulating the operation of a motor vehicle on a highway. |
| 15 | Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by certified teacher | | Texas State Board for Educator Certification 1701 North Congress Ave WBT 5-100 Austin, TX 78701-1494 | | Not later than the fifth day after the date the teacher is convicted or is granted deferred adjudication | Code of Criminal Procedure, art. 42.018 | Clerk is to provide the State Board for Educator Certification with written notice of the teacher's conviction or deferred adjudication. |
| 16 | Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by licensed nurse | | Texas Board of Nurse Examiners 333 Guadalupe St., Suite 3-460 Austin, TX 78701 | (512) 305-7400 | Not later than the 30 th day after the date of conviction | Occupations Code § 301.409 | Attorney representing the State "shall cause the clerk" to prepare and forward to the Board "a certified and true abstract of the court record of the case." |

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| 17 | Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by person licensed by the Texas Department of Insurance | | Texas Department of Insurance Agent Licensing Division Mail Code 107-1A P.O. Box 149104 Austin, TX 78714-9104 | | Not later than the fifth day after the conviction or grant of deferred adjudication | Code of Criminal Procedure, art. 42.0181 | Clerk is to provide the Texas Department of Insurance with written notice of the person's conviction of, or deferred adjudication for, an offense under Penal Code Chapters 31 (theft), 32 (fraud), 34 (money laundering), or 35 (insurance fraud). |
| 18 | Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by physician | | Texas Department of Public Safety Crime Records Service P.O. Box 4143 Austin, TX 78765-4143 | | Not later than the 30 th day after the conviction or grant of deferred adjudication | Occupations Code § 160.101 | Clerk is to prepare and forward the information required by Chapter 60, Code of Criminal Procedure. <i>See</i> Article 60.051. |
| 19 | Criminal Conviction or Grant of Deferred Adjudication or Juvenile Adjudication for offense requiring registration as a sex offender | | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 | (512) 424-5720 | No stated time frame | Code of Criminal Procedure, art 42.016 | Clerk is to send to DPS a copy of the record of conviction, a copy of the order granting deferred adjudication, or a copy of the juvenile adjudication, and a copy of the court order requiring the DPS to include sex offender information in a driver's license record. |
| 20 | Death Certificate Abstract | | County Voter Registrar | | Not later than the 10 th day of the month following the month in which the abstract was prepared. | Election Code § 16.001(a) | 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 death. This is a requirement only if the clerk is designated as the local registrar. For a list of local registrars see : www.dshs.state.tx.us/vs/field/localremotelistrict.shtm#local . |
| 21 | DNA Test Results - when court has ordered DNA testing of evidence containing biological material for person already convicted | | Texas Department of Public Safety Crime Records Service P.O. Box 4143 Austin, TX 78765-4143 | (512) 424-2105 | Not later than the 30 th day after the conclusion of a proceeding wherein a convicted defendant seeks DNA testing under Chapter 64 of the Code of Criminal Procedure. | Code of Criminal Procedure, art. 64.03 | Clerk is to forward DNA test results to the DPS in cases where the testing is conducted by a laboratory other than a DPS laboratory or a laboratory operating under a contract with the DPS. |

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| 22 | Exemplary Damage Award - against a nursing home or nursing home officer, employee or agent | | Director of Central Operations, Long Term Regulatory Texas Department of Aging and Disability Services (Mail Code E-341) 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. | Health & Safety Code § 242.051 | Clerk is to notify the Texas Department of Human Services if exemplary damages are awarded against a nursing home (or an officer, employee or agent of a nursing home) pursuant to Civil Practice & Remedies Code, Chapter 41. |
| 23 | Expiration of Order of Involuntary Treatment of a Chemically-Dependent Person | | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 | (512) 424-5720 | Before the 10 th day after the date of the expiration of the order. | Transportation Code § 521.319 | Court must notify DPS that order of involuntary treatment for chemical dependency has expired. |
| 24 | Fees ordered to be paid to court-appointed individuals in civil cases | Official County Court Appointments and Fees Report | Supreme Court of Texas Office of Court Administration P.O. Box 12066 Austin, TX 78711 | (512) 463-1625 | Monthly. Not later than the 20 th day of the month following the month reported | Supreme Court Order No. 94-9143 Government Code § 71.035(b) | Clerk is to report each fee of \$500 or more approved or paid during the month. Fees of less than \$500 may be reported, but are not required to be reported. |
| 25 | Filing of new suit 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 (see Notes) | | Texas Workers' Compensation Commission—Hearing Division 7551 Metro Center Dr. #100 Austin, Texas 78744 | (512) 804-4055 | Not later than the 20 th day after the date the suit is filed | Labor Code §§ 501.022, 501.050, 502.069, 503.069, 505.059 | Clerk must mail a “notice” to the TWCC giving the case style, case number, and date the case was filed. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University or Texas Tech University Health Sciences Center; (4) State Employees' Workers' Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense. |

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| 26 | Guardians -- Private Professional and Public Guardians Certification Requirement | | Guardianship Certification Board P.O. Box 12066 Austin, TX 78711 | | No stated time frame but implication is immediately on discovering the fact | Probate Code § 697B(c) | Court must notify Guardianship Certification Board if it finds individual in noncompliance with certification terms, standards and rules in Tex Gov't Code, Chapter 111, Subchapter C. |
| 27 | Guardians -- Public Guardian List | | Guardianship Certification Board P.O. Box 12066 Austin, TX 78711 | | Not later than February 1 of each year | Probate Code § 697A(c) | Clerk must annually submit to Guardianship Certification Board a statement with information it collects during the preceding year from each guardianship program operating in the county. The statement must contain the name, address, and telephone number of individuals employed by, volunteering with, or contracting with each program to provide guardianship services to a ward or proposed ward. |
| 28 | Guardians -- Registered Private Professional Guardians | | Guardianship Certification Board P.O. Box 12066 Austin, TX 78711 and Kathleen Anderson Special Counsel for Guardianship Health and Human Services Commission Mail Code 1100 P.O. Box 13247 Austin, TX 78711-3247 | | Not later than February 1 of each year | Probate Code § 697(e) | Clerk must annually submit to the Guardianship Certification Board and to the Health and Human Services Commission the names and business addresses of all private professional guardians who have satisfied the registration requirements set out in Probate Code, Section 697. |
| 29 | Hate Crime - Request for Affirmative Finding | Report of a Request for a Hate Crime finding | Office of Court Administration P.O. Box 12066 Austin, TX 78711 | www.courts.state.tx.us/oca/required.asp (512) 463-1625 | Not later than the 30 th day after the date judgment is entered in the case | Code of Criminal Procedure, art. 2.211 | This report concerning requests for affirmative hate crime findings is part of the Official County Court Monthly Report that is sent to OCA. No other report is required. |
| 30 | Judgment of Mental Incompetency | | County Voter Registrar | | Not later than the 10 th day of the month following the month in which the abstract is prepared (<i>see</i> Notes) | Election Code § 16.002 | Each month the clerk must prepare an abstract of each final judgment of a court adjudging a Texas resident who is 18 years of age or older to be mentally incompetent. |
| 31 | Judgment of Total Incapacitation or Incapacitation to Act as the Operator of a Motor | | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78733-0361 | (512) 424-5720 | Before the 10 th day after the date the court renders judgment | Transportation Code § 521.319 | Clerk must notify DPS of court's judgment so that DPS may revoke the driver's license of the person who is the subject of the judgment. |

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| 32 | Vehicle Judgment Rendered - 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 (<i>see</i> Notes). | | Texas Workers' Compensation Commission – Hearing Division 7551 Metro Center Dr. #100 Austin, TX 78711-2757 | (512) 804-4055 | Not later than the 20 th day after the date the judgment is rendered | Labor Code §§ 501.022; 501.050; 502.069; 503.069; 505.059 | Clerk must mail a certified copy of the judgment to the TWCC. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University or Texas Tech University Health Sciences Center; (4) State Employees' Workers' Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense. |
| 33 | Judicial Decree - Restoring a Person's Capacity | | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78733-0361 | (512) 424-5720 | Before the 10 th day after the date the person is restored to capacity | Transportation Code § 521.319 | Clerk must notify DPS of the fact that a person has had his or her capacity restored so that DPS will know that the revocation of the person's driver's license has expired. |
| 34 | Jury Service Disqualification because potential juror not a county resident | | County Voter Registrar | | On the third business day of each month | Government Code § 62.114 | Clerk shall maintain list of the name and address of each person who is excused or disqualified from jury service because the person is not a resident of the county. On the third business day of each month, the clerk sends a copy of the list to the voter registrar. |
| 35 | Jury Service Disqualification because potential juror not a U.S. citizen | | County Voter Registrar | | On the third business day of each month | Government Code § 62.113 | Clerk shall maintain list of the name and address of each person who is excused or disqualified from jury service because the person is not a citizen of the United States. On the third business day of each month, the clerk sends a copy of the list to the voter registrar. |

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| 36 | Juvenile Court Case Disposition | | Department of Public Safety Crime Records Services P.O. Box 4143 Austin, TX 78765-9800 | | Not later than 30 days after the date the clerk receives notice of the disposition | Family Code § 58.110(c) | Clerk to report disposition of juvenile case to DPS. A clerk who fails to report the disposition of the case commits a Class C misdemeanor criminal offense. |
| 37 | Mental Incompetency - Nurse found to be mentally incompetent by court | | Texas Board of Nurse Examiners 333 Guadalupe St., Suite 3-460 Austin, TX 78701 | (512) 305-7400 | Not later than 30 days after the date the nurse is found to be mentally incompetent | Occupations Code § 301.409 | Clerk to prepare and forward to the Board a certified true and correct abstract of the court record of the case. |
| 38 | Mental Incompetency - Physician found to be mentally incompetent by court | | Texas State Board of Medical Examiners P.O. Box 2018 Austin, TX 78768-2018 | | Not later than the 30 th day after the date a court finds that a physician is mentally ill or mentally incompetent | Occupations Code § 160.102 | Clerk to prepare and forward to the Board a certified abstract of the record. |
| 39 | Monthly Court Activity | Official County Court Monthly Report | Office of Court Administration P.O. Box 12066 Austin, TX 78711 | www.dm.courts.state.tx.us/oca/reportselection.aspx (512) 463-1625 | No later than the 20 th day of the month following month reported | Government Code § 71.035 | Reporting may be done either on paper or electronically. |
| 40 | Person Released from Hospital for the Mentally Incapacitated | | Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 | (512) 424-5720 | Before the 10 th day after the release of the person from the hospital | Transportation Code § 521.319 | Clerk must notify DPS of release of person from hospital for the mentally incapacitated on a certificate of the superintendent or administrator that the person has regained capacity. |
| 41 | Petition Filed - occupational driver's license sought where driver's license has been suspended for certain criminal offenses (<i>see</i> Notes) | | Attorney representing the State | | No stated time, frame but best practice would be immediately after petition is filed | Transportation Code § 521.243 | 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, 49.04, 49.07 or 49.08 of the Penal Code or an offense to which Section 521.342 of the Transportation Code applies. |

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| 42 | Probate Application | | County Voter Registrar | | Not later than the 10 th day of the month following the month in which the application was received (and the abstract was prepared) | Election Code § 16.001(b) | 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 and shall then file the abstract with the voter registrar. |