

**District Clerk Reporting Requirements  
January 2008**

No.	Item Reported	Report Name	Report Recipient & Address	Form No. & Contact Info	Time Reported	Legal Citation	Notes
1	Court Order – Adoption Decree	Certificate of Adoption	Texas Vital Statistics Department of State Health Services P.O. Box 12040 Austin, TX 78711-2040	VS-160 <a href="http://www.dshs.state.tx.us/vs/reproc/forms/vs160.pdf">www.dshs.state.tx.us/vs/reproc/forms/vs160.pdf</a> (512) 458-7111 (888) 963-7111	Not later than the 10 <sup>th</sup> day of the first month after the month in which the adoption is rendered.	Family Code, § 108.003  Health & Safety Code § 192.009	Clerk to transmit a certified report of adoption using a VS-160 form.
2	Court Order – Child Support	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Vital Statistics Department of State Health Services P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a> (512) 458-7111 (888) 963-7111 ext. 2549 <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	No stated time frame	Family Code § 105.008	Clerk shall provide a record of a court order for child support. VS-165 form must be used. To the extent possible, the Title IV-D agency is to reimburse the clerk for costs incurred in providing the record.
3	Court Order – Costs in Parental Notification Suit for ad litem, 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 <sup>th</sup> day after the date of a final ruling	Family Code § 33.007  Texas Parental Notification Rule 1.9(b)(2), (4)	Clerk must “direct” copy of court order to Comptroller who shall pay the amount ordered from funds appropriated to the Texas Department of State Health Services. But copy of order is actually sent to the Texas Department of State Health Services instead of to the Comptroller.
4	Court Order – Divorce or Annulment granted	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Vital Statistics Department of State Health Services P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a> (888) 963-7111 ext. 2549 <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	Not later than the 9 <sup>th</sup> day of the month after the month the divorce or annulment was granted	Health & Safety Code § 194.002	Clerk must file a completed report for each divorce or annulment granted in the district court. For each report that is filed, the clerk may collect \$1 as costs in the case in which the divorce or annulment was granted.
5	Court Order - Expunction		Texas Department of Public Safety PO Box 4143 Austin, TX 78765-4143 Attn: Expunctions	<a href="mailto:expunctions@txdps.state.tx.us">expunctions@txdps.state.tx.us</a>	When the order of expunction is final	Code of Criminal Procedure, art 55.02, Sec. 3(c)	Clerk must send certified copy of an expunction order to the 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.

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6	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.
7	Court Order – Order of Nondisclosure		Texas Department of Public Safety P.O. Box 4143 Austin, TX 78765-4143 Attn: Expunctions	<a href="mailto:expunctions@txdps.state.tx.us">expunctions@txdps.state.tx.us</a>	Not later than the 15 <sup>th</sup> 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.
8	Court Order – Paternity Determination	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Vital Statistics Department of State Health Services P.O. Box 12040 Austin, Texas 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a> <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>  (888) 963-7111 ext. 2549	Immediately after order becomes final	Family Code § 108.008  Health & Safety Code § 192.0051	Clerk prepares report of each order determining paternity on designated form and sends to Vital Statistics.
9	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	<a href="mailto:chl@txdps.state.tx.us">chl@txdps.state.tx.us</a>  (512) 424-7293 (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.”
10	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 the 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.
11	Court Order – Protective Order prohibiting respondent from going near a child-care facility or a 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.

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12	Court Order – Protective Order suspending a license to carry a concealed handgun		Regulatory Licensing Service MSC 0245 Texas Department Of Public Safety PO Box 4087 Austin TX 78773-0245	<a href="mailto:chl@txdps.state.tx.us">chl@txdps.state.tx.us</a> (512) 424-7293 or (512) 424-7294 Helpline: (800) 224-5744	No stated time frame; but implication is immediately after the issuance of the order	Family Code § 85.042	Clerk is to send a copy of the order to the DPS.
13	Court Order – Releasing defendant sentenced to TDCJ on community supervision before the 180 <sup>th</sup> day after execution of sentence begins (see CCP Article 42.12, sec. 6(a)) when offender is under bench warrant and not physically imprisoned in Institutional Division		Texas Department of Criminal Justice Correctional Institutions Division P.O. Box 99 Huntsville, TX 77342	(936) 437-2169 Fax: (936) 437-6325	Not later than the 7 <sup>th</sup> day after the date of the defendant’s release	Code of Criminal Procedure, art. 60.08(e)	The clerk is to “report” the release. No specific manner of reporting is mandated.
14	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, TX 78711-3401	(800) 848-4284 Fax: 512-452-0825 <a href="mailto:victim.svc@tdcj.state.tx.us">victim.svc@tdcj.state.tx.us</a>	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	Clerk is to provide the name, address, and telephone number of crime victim (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.
15	Court Order – SAPCR	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Vital Statistics Department of State Health Services P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a> <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>  (888) 963-7111 ext. 2549	No stated time frame	Family Code § 108.001(a), (d)	This reporting requirement applies to any orders in SAPCR’s that are not covered by a more specific reporting requirement. Clerk is to provide a certified record of any SAPCR order on a VS-165 form.
16	Court Order – Suspension of License for Failure to Pay Child Support or Order Vacating or Staying such an order		Appropriate State licensing agency – all licensing agencies are subject to this requirement unless otherwise exempted		No stated time frame, but implication is immediately after the issuance of the order. If order is one of vacation or stay then “promptly.”	Family Code §§ 232.002; 232.008; 232.013	Clerk is to forward a copy of the final order suspending a license to the appropriate licensing authority ( <i>e.g.</i> , Texas Board of Barber Examiners, Texas State Board of Pharmacy). The clerk is to collect a fee of \$5 from the child support obligor for each order mailed.

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17	Court Order – Vexatious Litigant prohibited from filing new litigation (Pre-Filing Order)		Office of Court Administration P.O. Box 12066 Austin, TX 78711 Attention: 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.
18	Court's Loss of Jurisdiction in a SAPCR	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Vital Statistics Department of State Health Services P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">http://www.dshs.state.tx.us/vs/sapcr/default.shtm</a> <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>  (888) 963-7111 ext. 2549	Upon the loss of continuing, exclusive jurisdiction	Family Code § 108.004	The report is to be made if the court has lost continuing, exclusive jurisdiction of the case for any reason. The reason for the loss of jurisdiction is to be noted on the form. Clerk must transmit a certified record on the VS-165, stating that jurisdiction has been lost, the reason for the loss, the name and all previous names of child, and date and place of birth of the child.
19	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 30 <sup>th</sup> 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.
20	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 10 <sup>th</sup> day after the date on which the driver's license is surrendered to the court	Transportation Code § 521.347(a)	The court in which a person is convicted of an offense requiring automatic suspension of the person's driver's license "may" require the person to surrender his or her license to the court. If the license is surrendered to the court, then the clerk must send the license to the DPS along with completed Form DIC-17.
21	Criminal Conviction for felony committed by law enforcement officer licensed by the Commission on Law Enforcement Officer Standards & Education	Texas Commission on Law Enforcement Standards and Education 6330 U.S. Hwy. 290 E. Austin, TX 78723			No stated time frame, but basically upon the order being received by the clerk	Code of Criminal Procedure, art. 42.011	Clerk is to send (either electronically or by mail) the person's license number and a certified copy of the judgment. Article 42.022 refers to individuals licensed under Government Code, Chapter 415 (but now see Occupations Code, Chapter 1701).

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22	Criminal Conviction – Negligent Homicide or other Felony in which vehicle was used	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	DIC-17	Not later than the 30 <sup>th</sup> day after the date of conviction	Transportation Code §§ 543.202, 543.203	Clerk is to submit to the DPS a written record of the case containing the information set out in Transportation Code § 543.202. Use DPS form
23	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.
24	Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by licensed nurse		Texas Board of Nurse Examiners 333 Guadalupe 3-460 Austin, TX 78701	(512) 305-7400	Not later than the 30 <sup>th</sup> day after conviction	Occupations Code § 301.409	Attorney representing the State “shall cause the clerk” to prepare and forward to the Board “a certified true and correct abstract of the court record of the case.”
25	Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by a person licensed by 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 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).
26	Criminal Conviction or Grant of Deferred Adjudication for certain offenses committed by physician		Texas Department of Public Safety Crime Records Service PO Box 4143 Austin, TX 78765-4143		Not later than the 30 <sup>th</sup> day after the conviction or grant of deferred adjudication	Occupations Code § 160.101	Clerk is to prepare and forward the information required by Chapter 60, Code of Criminal Procedure. See Article 60.051.
27	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.

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28	DNA Test Results – when court has ordered DNA testing of evidence containing biological material for person already convicted		Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143	(512) 424-2105	Not later than the 30 <sup>th</sup> day after the conclusion of a proceeding wherein a convicted defendant seeks DNA testing under Chapter 64 of the Code of Criminal Procedure.	Code of Criminal Procedure, art. 64.03	Clerk is to forward DNA test results to the DPS in cases where the testing is conducted by a laboratory other than a DPS laboratory or a laboratory operating under a contract with the DPS.
29	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.
30	Fees ordered to be paid to court-appointed individuals in civil cases	Official District Court Appointments and Fees Report	Supreme Court of Texas Office of Court Administration P.O. Box 12066 Austin, TX 78711	(512) 463-1625	Monthly. Not later than the 20 <sup>th</sup> day of the month following the month reported	Supreme Court Order No. 94-9143 Government Code § 71.035(b)	Clerk is to report each fee of \$500 or more approved or paid during the month. Fees of less than \$500 may be reported, but are not required to be reported.
31	Filing of a 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 ( <i>see</i> Notes)		Texas Workers' Compensation Commission–Hearing Division 7551 Metro Center Dr. #100 Austin, TX 78744	(512) 804-4055	Not later than the 20 <sup>th</sup> day after the date the suit is filed	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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32	Forfeiture of Bail – where defendant is charged with negligent homicide or other felony where vehicle was used	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361	DR-18	Not later than the 30 <sup>th</sup> day after forfeiture of bail	Transportation Code §§ 543.202, 543.203	Clerk is to submit to DPS a written record of the case containing the information set out in Transportation Code § 543.202. Use DPS form.
33	Forfeiture of Corporation’s Charter – Order forfeiting, appeal of order & disposition of appeal		Texas Secretary of State of Texas Administrative Unit P.O. Box 12887 Austin, TX 78711		“promptly” after the relevant court action	Tax Code § 171.304	If a district court forfeits a corporation’s charter, the clerk is to mail a certified copy of the judgment to the Secretary of State. If an appeal is perfected, the clerk is to certify that fact to the Secretary of State. The clerk shall also certify any disposition of an appeal to the Secretary of State.
34	Hate Crime – Request for Affirmative Finding	Report of a Request for a Hate Crime finding	Office of Court Administration P.O. 12066 Austin, TX 78711	<a href="http://www.courts.state.tx.us/oca/required.asp">www.courts.state.tx.us/oca/required.asp</a> (512) 463-1625	Not later than the 30 <sup>th</sup> day after the date judgment is entered in the case	Code of Criminal Procedure, art. 2.211	This report concerning requests for affirmative hate crime findings is part of the Official District Court Monthly Report that is sent to OCA. No other report is required.
35	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 <sup>th</sup> day after the date the judgment is rendered	Labor Code §§ 501.022; 501.050; 502.069; 503.069; 505.059	Clerk must mail a certified copy of the judgment to the TWCC. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University or Texas Tech University Health Sciences Center; (4) State Employees’ Workers’ Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense
36	Jury Charge and Sentence in Capital Cases		Office of Court Administration P.O. Box 12066 Austin, TX 78711	(512) 936-1358 <a href="http://www.courts.state.tx.us/oca/pdf/jury-instructions.pdf">www.courts.state.tx.us/oca/pdf/jury-instructions.pdf</a>	Not later than the 30 <sup>th</sup> day after the date the judgment of acquittal or conviction is entered	Government Code § 72.087	Clerk shall submit a written record of the case containing the contents of the trial court’s charge to the jury and the sentence issued.

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37	Jury Service Disqualification because potential juror not 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.
38	Jury Service Disqualification because potential juror not 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.
39	Jury Service Exemption – Ordered by District Court		County Tax-Assessor-Collector		“promptly”	Government Code § 62.109	Clerk is to notify tax assessor-collector 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.
40	Juvenile Court Case Disposition		Department of Public Safety Crime Records Service 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 is 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.
41	Monthly Court Activity	Official District Court Monthly Report	Office of Court Administration P.O. Box 12066 Austin, TX 78711	<a href="http://www.dm.courts.state.tx.us/oca/reportselection.aspx">www.dm.courts.state.tx.us/oca/reportselection.aspx</a>  (512) 463-1625	No later than the 20 <sup>th</sup> day of the month following the month reported	Government Code § 71.035	Reporting may be done either on paper or electronically.
42	Name Change for Minor		Texas Vital Statistics Department of State Health Services P.O. Box 12040 Austin, TX 78711-2040			Family Code §45.004(b)	If a child who is subject to the continuing jurisdiction of a court, the clerk is to transmit a copy of the minor’s name change order.



43	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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