

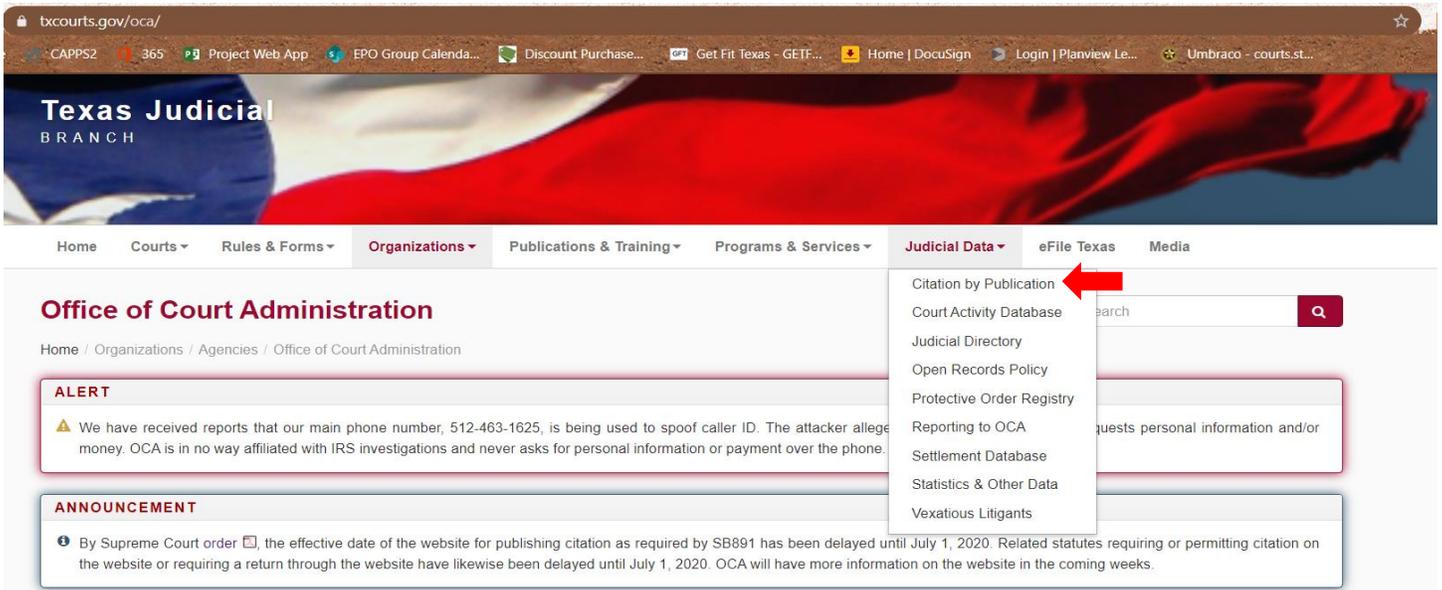
Citation by Publication Instructions

1. Citation by Publication / Notices Information Website Access

1.1 <https://www.txcourts.gov/oca/>

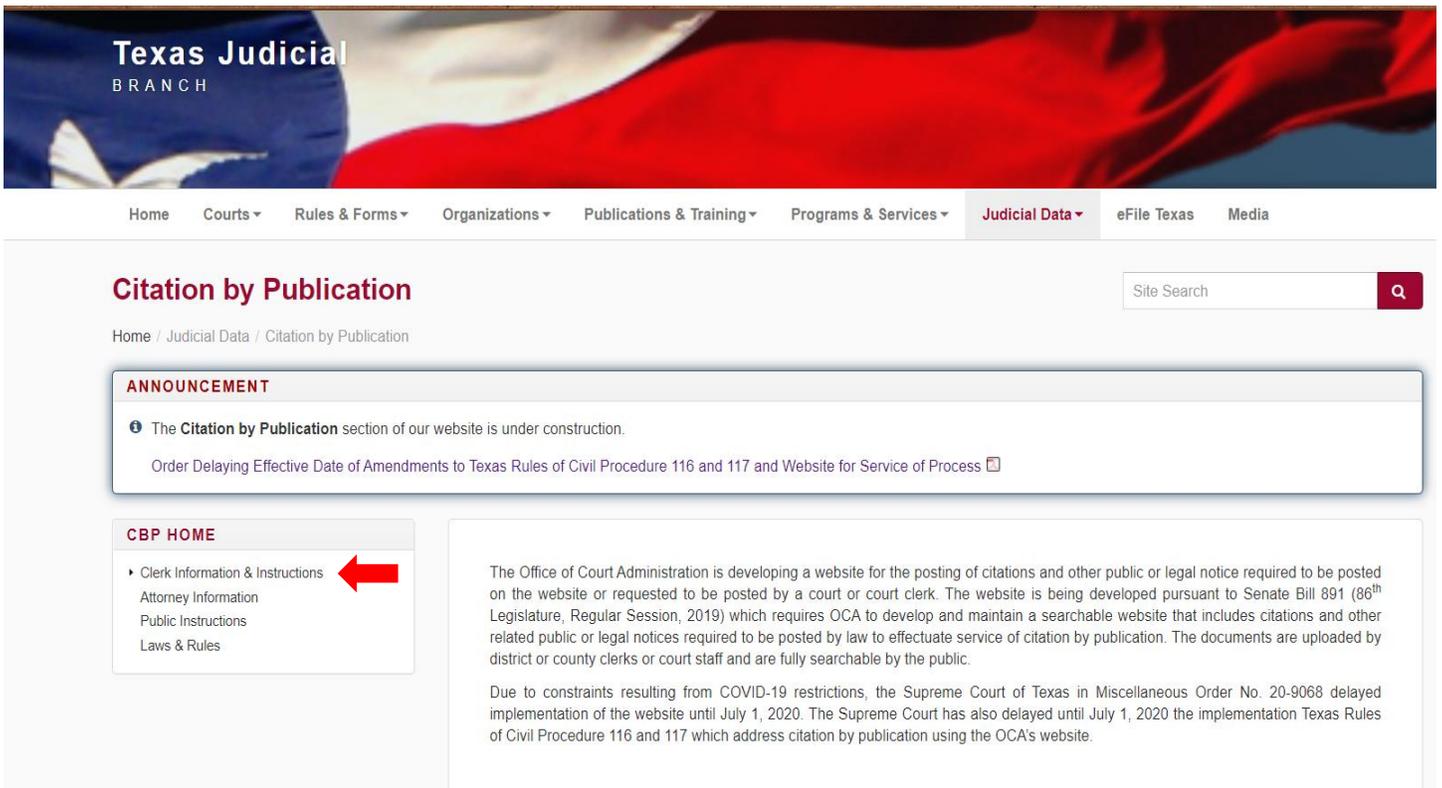
1.2 Select the Judicial Data drop down and choose Citation by Publication - See the red arrow below – Figure 1

Figure 1



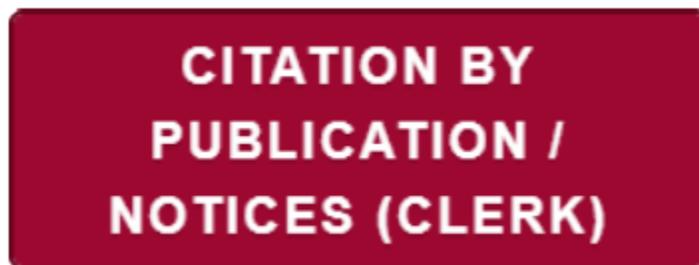
1.3 Select Clerk Information & Instructions – See the red arrow – Figure 2

Figure 2



1.4 Select Citation by Publication / Notices button to be redirected to the Citation by Publication | Public Information System

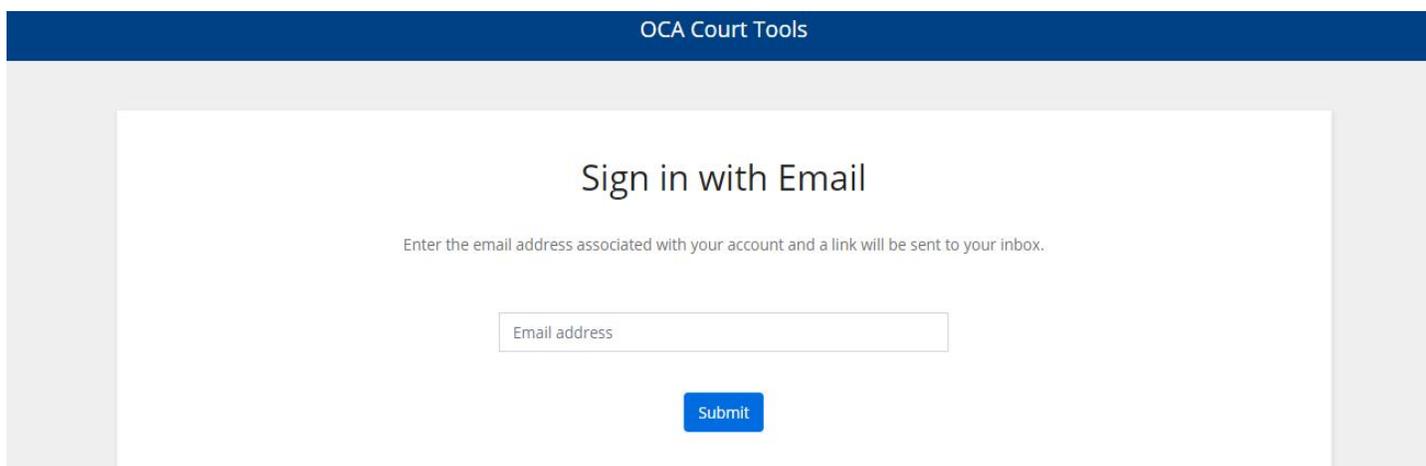
Figure 3



Citation by Publication/Notices Website

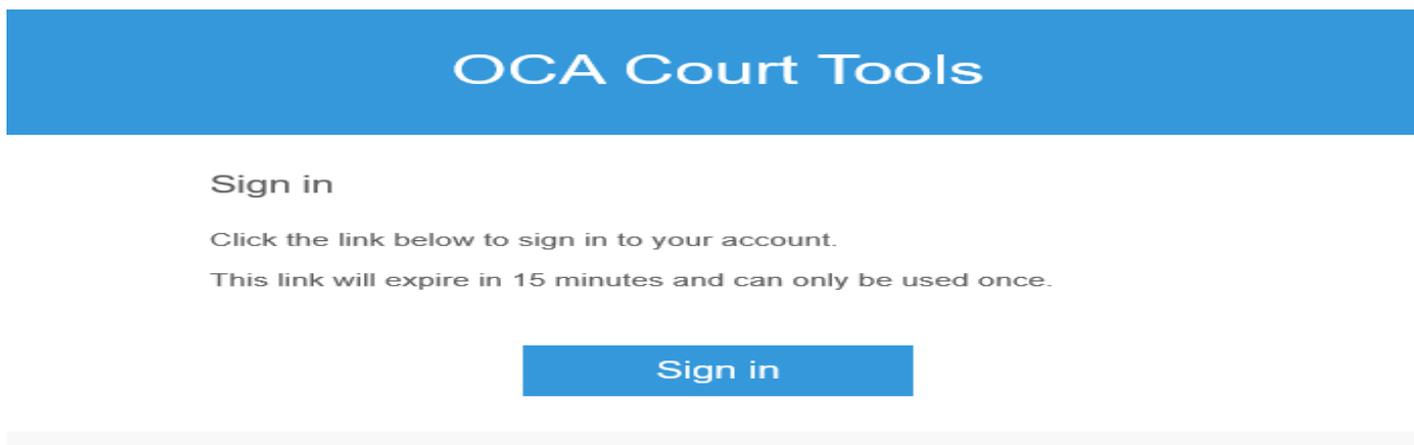
Step 1: Enter your court user email address to sign in. You will receive an email at your court user address.

Note: Initial sign in has been designated with prepopulated emails for the District and County Clerks. After initial sign in, clerks can add additional users

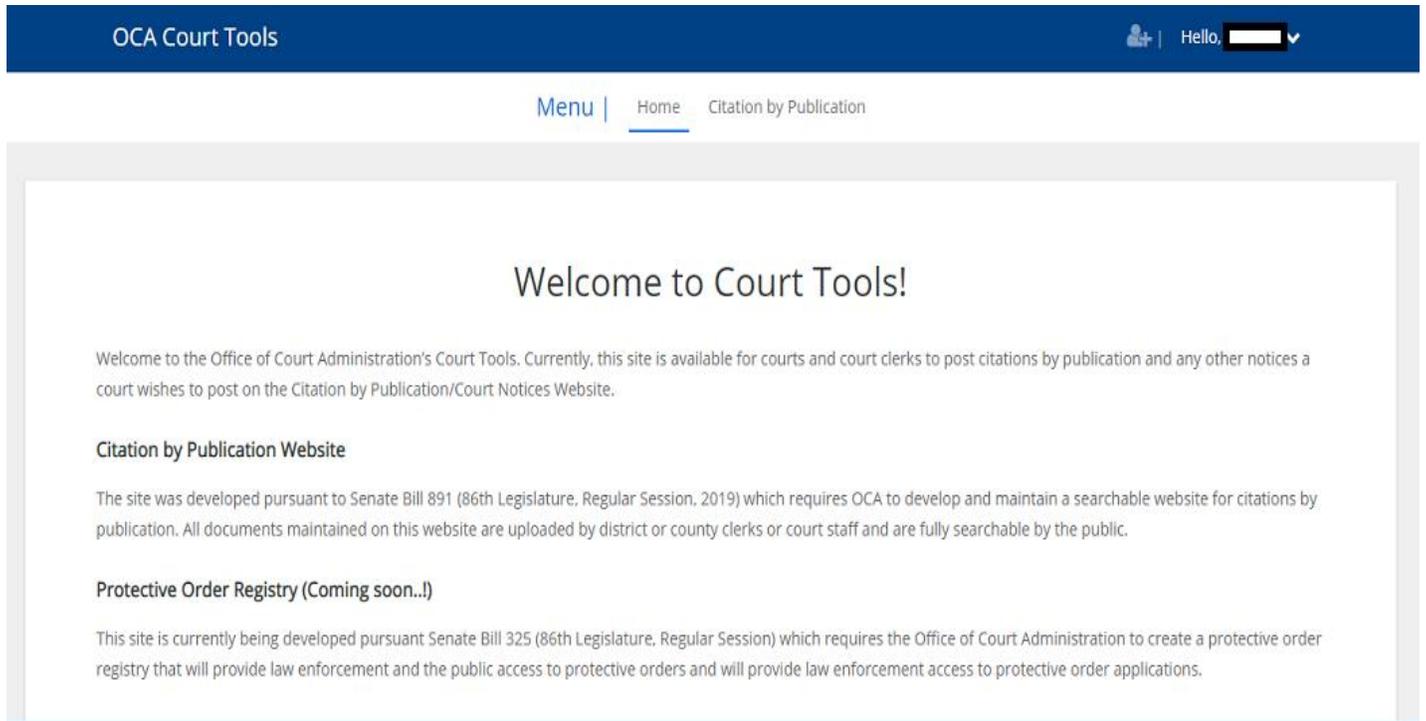


Step 2: Click Sign In.

Note: Once the sign in link has been sent to your email and you use the link or it expires you must enter your email (see step 1) and receive a new link to sign in to the system again.

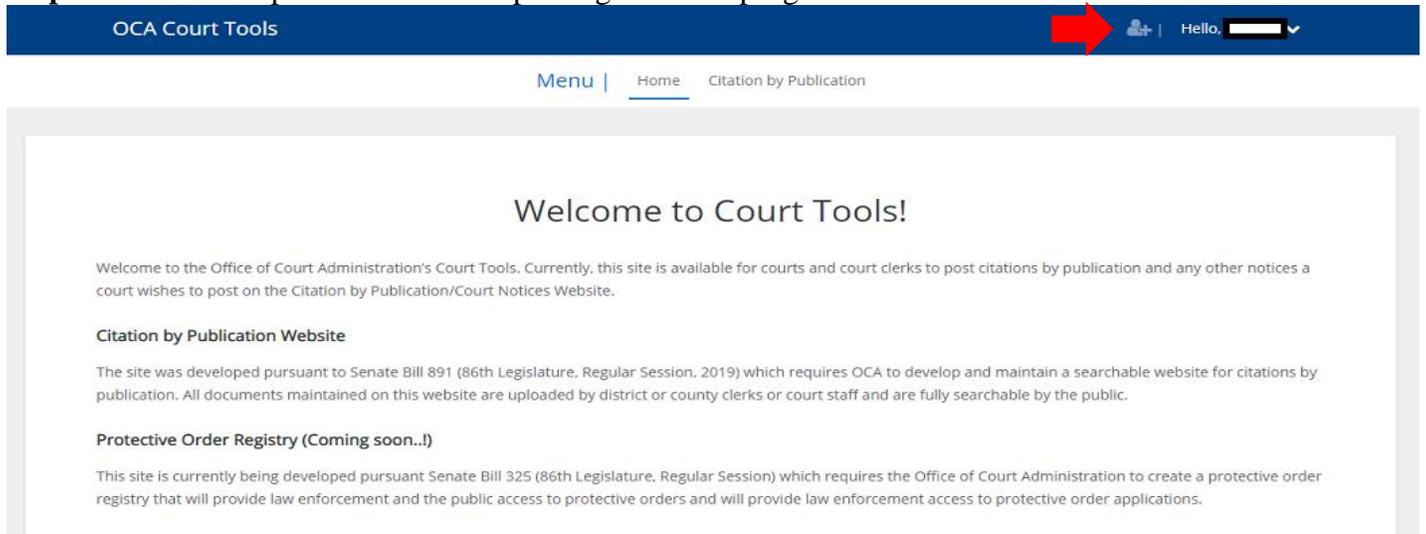


Step 3: User will be directed to the OCA Court Tools homepage.



Instruction to add a user:

Step 1: Click on the person icon with a plus sign in the top right corner.



Step 2: Click on the add user button.

Manage Court Users



Q Search for User

First Name Last Name Email address

Clear filters

NOTE: This is the screen/step to search for a current court user. If the user is not in the system you may add – click on the Add User button (above) to add a court user and follow step 3.

Add User

Q Search for User

First Name Last Name Email address

DAVIN Clear filters

Show 10 entries

First Name	Last Name	Email	Status	
Davin	Greeno	Davin.greeno@txcourts.gov	Active	Edit

Showing 1 to 1 of 1 entries (filtered from 21 total entries)

Step 3: Complete all fields. Once completed, select save.

Note: Under User Court(s) you may select all courts or specific courts for the user.

Add User

First Name*

Last Name*

Email Address*

User Court(s)*

Select court

Travis County Courts (Select all)

Travis County Court at Law No. 1 Travis County Court at Law No. 2 Travis County Court at Law No. 3 Travis County Court at Law No. 4

Note: To provide a user with access to citations, check the Manage Citations by Publications box (see below). If the Manage User Rights is checked this will allow the user to be able to add other users.

User Account Rights*

Allows you to select/deselect the user rights

- Manage Citation by Publications
- Manage User Rights

[Save](#) [Cancel](#)

Note: To edit a user's information, search the user's name and then select edit on the righthand side.

[Add User](#)

Search for User

First Name: DAVIN Last Name: Email address: [Clear filters](#)

Show 10 entries

First Name	Last Name	Email	Status	
Davin	Greeno	Davin.greeno@txcourts.gov	Active	Edit

Showing 1 to 1 of 1 entries (filtered from 21 total entries)

Adding a Citation by Publication/Notice

Step 1: Click on the Citation by Publication link, located next to the Home link.

OCA Court Tools Hello, Davin Greeno

[Menu](#) | [Home](#) | [Citation by Publication](#)

Welcome to Court Tools!

Welcome to the Office of Court Administration's Court Tools. Currently, this site is available for courts and court clerks to post citations by publication and any other notices a court wishes to post on the Citation by Publication/Court Notices Website.

Citation by Publication Website

The site was developed pursuant to Senate Bill 891 (86th Legislature, Regular Session, 2019) which requires OCA to develop and maintain a searchable website for citations by publication. All documents maintained on this website are uploaded by district or county clerks or court staff and are fully searchable by the public.

Step 2: Click on the Add Citation button.

Citation by Publication

Add Citation 

🔍 Search for Citation by Publication

Posting #	Name	Cause Number	Court	Status	
<input type="text"/>	<input type="button" value="Clear filters"/>				

Available Status: ■ Active ■ Completed ■ OCA Certification Pending ■ Removed

Note:

- When adding a new citation, the date will automatically set to the current day and calculate the amount of days. Depending on the type of citation/notice being submitted (see below) you can extend the date if there is a need to publish beyond the automated calculated amount of days – however, you may not submit a date less than the automated calculated days.
- Citation/notice wording that is required to be published should be copied & pasted into the Citation/Notice Text field. This will usually be the information that will also be, or previously would have been, published in the newspaper.

Citation Type*

-Select One- 

-Select One-

- TRCP Rule 111 - Action Against Unknown Heirs
- TRCP Rule 111 - Action Against Unknown Stockholders of Defunct Corporations
- TRCP Rule 113 - Actions Against Unknown Owners or Claimants of Interest in Land
- FC Section 3.305 - Marital Property Rights and Liabilities
- FC Section 6.409 - Suit for Dissolution of Marriage
- FC Section 102.010 - Filing Suit
- Other – Citation by Publication or Notice

Publication Start Date*

Publication End Date*

Step 3: Complete all text fields. Enter or cut and paste the citation information to be posted and click save.

Add Citation

Court Name*

- Select One -

Citation Type*

-Select One-

Cause Number*

Name(s) of Party to be Served* (Public searchable)

Publication Start Date*

mm/dd/yyyy

Publication End Date*

mm/dd/yyyy

Citation/Notice Text* (Insert the citation or notice language as you wish it to appear on the public website)

Save

Cancel

Example of Citation/Notice Text to enter:

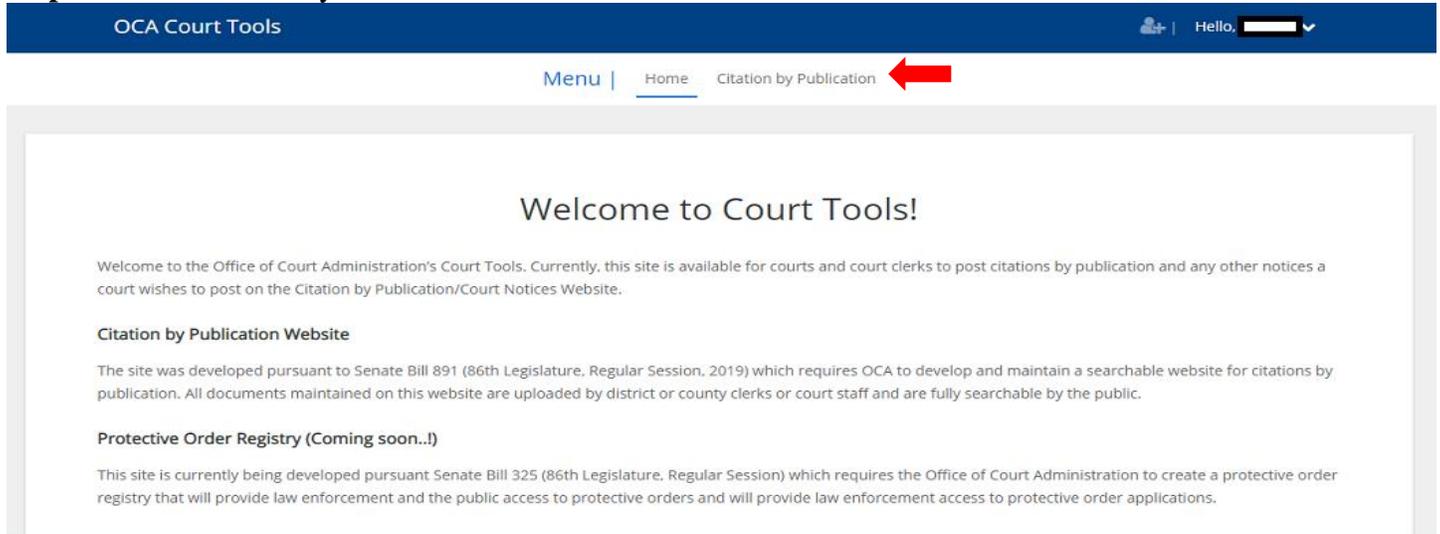
- **Note: Signature/seal/delivery text do not need to be copied and pasted.** This field is for the text that needs to be published to meet Citation/Notice requirements. This text is the information that will also be or, prior to the enactment of SB 891, would have been, published in the newspaper.

Citation/Notice Text* (Insert the citation or notice language as you wish it to appear on the public website)

The State of Texas - To unknown heirs of CHARLIE KEEN, Deceased - Cause No. C-1-776255, in Probate Court Number 1, Travis County, Texas. - MARY DODGE filed an APPLICATION FOR APPOINTMENT OF INDEPENDENT ADMINISTRATOR, DETERMINATION OF HEIRSHIP, AND FOR ISSUANCE OF LETTERS OF INDEPENDENT ADMINISTRATION in in the above-numbered and -entitled estate on JUNE 3, 2020, requesting that the Court determine who are the heirs and only heirs of CHARLIE KEEN, Deceased, and their respective shares and interests in such estate. - All unknown heirs and any other persons interested in this estate are cited to appear - before this Court by filing a written contest or answer to this application if they want to do so. - The Court may act on this application at any time at the Travis County Courthouse, 1000 Guadalupe St., Room 217, Austin, Texas 78701, on or after 10:00 a.m. on the first Monday after the expiration of ten days from the publication date of this citation. Therefore, to ensure consideration, any contest, answer, or other - response must be filed with the Travis County Clerk in cause number C-1-776255, styled CHARLIE KEEN on or before the above-noted date and time. - If this citation is not served within 90 days after it is issued, it must be returned unserved. - Given under my hand and seal on May 21, 2020. - Dana DeBeauvoir - County Clerk, - Travis County, Texas - P.O. Box 149325, - Austin, Texas 78714-9325 - By Deputy: /s/ G DALESSIO

Searching for an existing Citation by Publication / Notice

Step 1: Select Citation by Publication



OCA Court Tools

Menu | Home Citation by Publication

Welcome to Court Tools!

Welcome to the Office of Court Administration's Court Tools. Currently, this site is available for courts and court clerks to post citations by publication and any other notices a court wishes to post on the Citation by Publication/Court Notices Website.

Citation by Publication Website

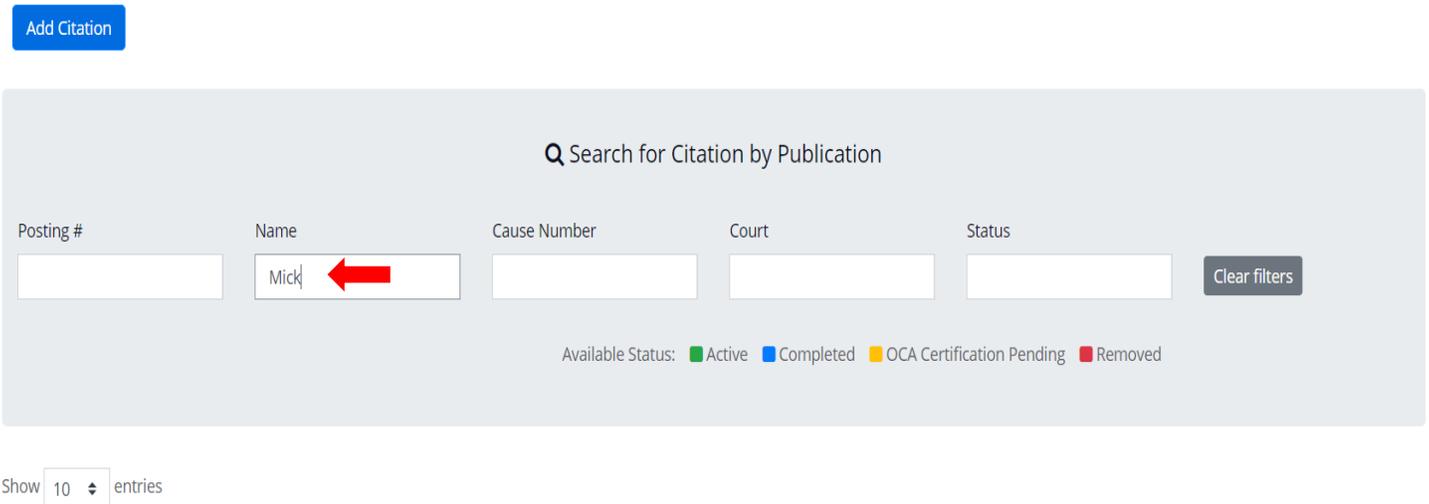
The site was developed pursuant to Senate Bill 891 (86th Legislature, Regular Session, 2019) which requires OCA to develop and maintain a searchable website for citations by publication. All documents maintained on this website are uploaded by district or county clerks or court staff and are fully searchable by the public.

Protective Order Registry (Coming soon..!)

This site is currently being developed pursuant Senate Bill 325 (86th Legislature, Regular Session) which requires the Office of Court Administration to create a protective order registry that will provide law enforcement and the public access to protective orders and will provide law enforcement access to protective order applications.

Step 2: Enter one of search criteria (you can choose to enter any of the search criteria – name was chosen in the example below)

Citation by Publication



Add Citation

Search for Citation by Publication

Posting #	Name	Cause Number	Court	Status
<input type="text"/>	Mick	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear filters

Available Status: ■ Active ■ Completed ■ OCA Certification Pending ■ Removed

Show 10 entries

Step 3: See your results

Note: Citation/notices are listed by the last updated time stamp (most recently added/updated)

Step 4: By selecting View you can review the entered citation or notice information

Note: There will be a different status for each entry:

- Active status means the citation/notice posting has been submitted and is still within the publication dates
- Completed status means the posting has been published for the duration of the expected time
- Removed status notes postings that the court user has removed and will not be available on the public site

- Return Pending means the posting was published for the selected amount of time and OCA is in the process of providing the Return of Service

🔍 Search for Citation by Publication

Posting # Name Cause Number Court Status [Clear filters](#)

Available Status: ■ Active ■ Completed ■ OCA Certification Pending ■ Removed

Show entries

Posting #	Name	Cause Number	Publication Dates	Court	Status		
49	Mick Mouse	TC-2020	6/23/2020 - 8/21/2020	Travis County Court at Law No. 4	Active	Edit/Remove	View
7	mickey mouse	1234	5/19/2020 - 5/19/2020	Travis County Court at Law No. 1	Completed		View

Showing 1 to 2 of 2 entries (filtered from 19 total entries)

Return of Service Notifications:

Once a citation/notice has posted for the selected amount of time, i.e. "Return Pending" status, the last user to update the citation/notification will receive an email with the Return Service Notification. The Return of Service Notification can also be accessed by clicking on the View button and downloading the notice; this is available once it is in "Completed" status.

Publication Dates : 📅 6/19/2020 - 6/22/2020

Status : Completed

Return of Service : [📄 Download](#)



Return of Service

The information printed below was published on the Texas Office of Court Administration's Public Information Internet Website from 5/1/2020 to 6/1/2020.

Cause Number: 11111111

Name(s) of party to be served: Avana builders

Court: Archer County 97th District Court

Citation Type:

Citation Notes

Inappropriate use of the land in the green belt

For all relatable questions, please send to OCA-Legal@txcourts.gov