

Office of Court Administration  
Texas Judicial Council



## Instructions for Writ of Attachment Report

### REPORTING REQUIREMENTS

Article 2A.212 of the Code of Criminal Procedure requires the district clerk or county clerk to report **writs of attachment related to grand jury investigations, criminal trials or other criminal proceedings**. An attachment must be reported within **30 days of issuance**.

#### The following must be reported for each attachment:

1. Date the attachment was issued;
2. Whether the attachment was issued in connection with a grand jury investigation, criminal trial, or other criminal proceeding;
3. Name of the person requesting the attachment;
4. Name of the judge issuing the attachment; and
5. The statutory authority under which the attachment was issued:

Art. 24.011 – Child Witness

Art. 24.12 – Resident Witness

Art. 24.14 – Resident Witness Moving Out of County

Art. 24.15 – Grand Jury Witness Moving Out of County

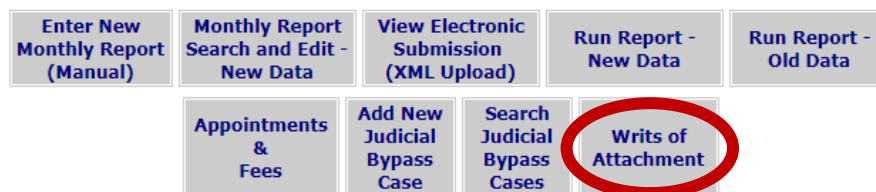
Art. 24.22 – Out of County Witness

Clerks are required to report ONLY when there is an attachment issued.

### WHERE TO REPORT

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

Select the **Writs of Attachment** button.



Enter the information for each attachment into the survey. Up to five attachments may be reported at once.

For assistance, contact OCA's Judicial Information section at [JudInfo@txcourts.gov](mailto:JudInfo@txcourts.gov) or (512) 463-1625.