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

County and District Clerk Reporting and Notice Requirements

Sorted by Category

Rev. 9/30/2026

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
OCA REPORTS - ALL or MULTIPLE CASE CATEGORIES									
1	County Clerk	District Clerk	**Civil, Criminal, Family, Juvenile, Probate, Guardianship & Mental Health**	Office of Court Administration	Gov't Code § 71.035(b) Texas Administrative Code, Chapter 171	**Judicial Council Monthly Court Activity Report (OCA)** http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/	Reporting website: https://card.txcourts.gov/ Email questions to: judinfo@txcourts.gov	Monthly; no later than the 20th 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	**Civil, Criminal, Family, Juvenile, Probate, Guardianship & Mental Health**	Office of Court Administration	Gov't Code § 71.035 (a)	**Reporting for Counties with Population over 1 Million (HB 1182 88th R.S.)** https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/counties-population-over-1-million-reporting/	Email submissions to: data.division@txcourts.gov Email questions to: judinfo@txcourts.gov	Monthly; no later than the 20th 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 data.division@txcourts.gov using spreadsheet template provided by OCA.
3	County Clerk	District Clerk	**Civil, Criminal, Family, Juvenile, Probate, Guardianship & Mental Health**	Office of Court Administration	Gov't Code § 72.083(b)	**Annual Performance Measures Report for District & County Courts (HB 2384 88th R.S.)** https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/performance-measures-for-district-county-courts/	Email submissions to: data.division@txcourts.gov Email questions: judinfo@txcourts.gov	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. Performance Measures Reports Dashboards: https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/performance-measures-for-district-county-courts/

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4	County Clerk	District Clerk	**Civil, Family, Probate, Guardianship & Juvenile**	Office of Court Administration	Gov't Code §§ 36.004, 36.005	**Appointments and Fees Reporting** - Attorney Ad Litem, Guardian Ad Litem, Guardian, Mediator, or Competency Evaluator (Guardianship) http://www.txcourts.gov/reporting-to-oca/appointments-and-fees/district-county/	Reporting website: https://card.txcourts.gov/ Email questions to: judinfo@txcourts.gov	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.
Other OCA Requirements									
5	County Clerk	District Clerk	**Civil, Criminal, Family, Juvenile, Probate, Guardianship & Mental Health**	Office of Court Administration	https://www.txcourts.gov/statistics/annual-statistical-reports/	**District & County Annual FY Monthly Court Activity Report Verification**	Reporting website: https://card.txcourts.gov/ Email questions to: judinfo@txcourts.gov	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.
6	County Clerk	District Clerk	**Judicial Directory**	Office of Court Administration		**Annual Judicial Directory Update** https://www.txcourts.gov/judicial-directory/	Email Judicial Directory updates to: judinfo@txcourts.gov	As updates are made to judge, clerk, and court personnel	OCA sends current Judicial Directory information to clerks to verify annually but offices are encouraged to email personnel changes as soon as possible after they occur.
7	County Clerk	District Clerk	**Civil, Family. Probate & Guardianship**	Office of Court Administration	Gov't Code § 72.034 Tex. Rules of Civil Procedure, Rules 116, 117	**Citations by Publication** https://www.txcourts.gov/judicial-data/citation-by-publication/laws-rules/	https://topics.txcourts.gov/	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.
8	County Clerk	District Clerk	**Courts - Administration**	Office of Court Administration	Gov't Code § 74.093	**Posting of Local Rules, Forms & Standing Orders** https://www.txcourts.gov/rules-forms/local-rules-forms-and-standing-orders/clerk-information-instructions/ Tex. Rules of Civil Procedure, Rule 3a Tex. Rules of Appellate Procedure, Rule 1.2 Tex. Rules of Judicial Administration, Rule 10	Email questions to: OCA-Legalsupport@txcourts.gov https://topics.txcourts.gov/	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.

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9	County Clerk	District Clerk	**Courts - Administration**	Office of Court Administration	Supreme Court Misc. Docket 16-9038	**Court Closure / Reopening Reports** https://www.txcourts.gov/programs-services/court-security/emergency-court-preparedness/closures/reporting-instructions/	Email questions to: support@txcourts.gov	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.
Monthly Reporting - Other Agencies									
10	County Clerk		**Vital Records - Voter Registration**	County Voter Registrar Secretary of State	Election Code § 16.001(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 7th 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: www.dshs.state.tx.us/vs/field/localremotedistrict.shtm#local.
11	County Clerk		**Probate - Voter Registration**	County Voter Registrar Secretary of State	Election Code § 16.001(b)	**Probate Application**	**County Voter Registrar** **Secretary of State** Must be submitted electronically (800) 252-8683	As "soon as possible" but not later than the 7th 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.
12	County Clerk		**Guardianship - Voter Registration**	County Voter Registrar	Election Code § 16.002	**Judgment of Mental Incompetency (Guardianship)**	**County Voter Registrar**	Not later than the 10th 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.
13	County Clerk	District Clerk	**Jury - Voter Registration**	County Voter Registrar Secretary of State	Gov't Code § 62.114	**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.
14	County Clerk	District Clerk	**Jury - Voter Registration**	County Voter Registrar Secretary of State County Prosecutor	Gov't Code § 62.113 Election Code, § 13.007	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.
Court Orders - All Case Categories									
15	County Clerk	District Clerk	**All Court Orders entered in a case**	All parties, attorneys appearing in the case	Gov't Code, § 80.002(b) Rule 21(f)(10), TRCP Rule 2.7(b), Supreme Court Rules Governing Electronic Filing in Criminal Cases	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.

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No.	Office	Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
Criminal								
16	County Clerk	District Clerk	**Criminal - CJIS Reporting**	Texas Department of Public Safety (DPS) - CJIS	Code of Criminal Procedure, Art. 66.252(c)	**Criminal History Report- CJIS Reporting Form- Criminal Case Disposition** https://www.dps.texas.gov/section/crime-records-service/reporting-forms DPS Adult CJIS Reporting Manual CR-50B: https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr	Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143 (512) 424-2478 Online reporting: cch.dps.texas.gov DPS Form CR-4345	Not later than the 30th 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	**Criminal - CJIS Reporting**	Texas Department of Public Safety (DPS) - CJIS	Code of Criminal Procedure, Art. 66.252(g)	**Criminal Case Disposition of case in which offender charged with fine-only misdemeanor involving family violence** https://www.dps.texas.gov/section/crime-records-service/reporting-forms DPS Adult CJIS Reporting Manual CR-50B: https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr	Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143 (512) 424-2478 Online reporting: cch.dps.texas.gov DPS Form CR-4345	Not later than the 30th 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	**Criminal**	Office of Court Administration	Code of Criminal Procedure, Art. 2A.211 Code of Criminal Procedure, Art. 42.014	**Hate Crime** – request for affirmative finding https://www.txcourts.gov/statistics/hate-crimes/	Email questions to: judinfo@txcourts.gov	Not later than the 30th 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.
19	County Clerk	District Clerk	**Criminal - Trafficking of Person Information**	Office of Court Administration Office of the Attorney General	Government Code § 71.0353	**Trafficking of Persons Information (OCA)** http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/	OCA Reporting website: https://card.txcourts.gov/ Email questions to: judinfo@txcourts.gov	Monthly; no later than the 20th day of the month following the month reported	This report concerning cases in which a defendant is charged with certain offenses related to trafficking of persons as listed in Government Code, § 71.0353, is part of the Monthly Court Activity Report that is submitted to OCA, Additional Court Activity section. NOTE: Additional offenses added by HB 1778, effective 9/1/2025. Submission of Monthly Court Activity Report fulfills the requirement to report to the OAG, which obtains the information from the OCA CARD Reporting website.
20	County Clerk	District Clerk	**Criminal - Bail & Pre-Trial Release Information**	Office of Court Administration	Government Code § 71.0351	**Bail & Pre-Trial Release Information (OCA)** http://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/	Reporting website: https://card.txcourts.gov/ Email questions to: judinfo@txcourts.gov	Monthly; no later than the 20th day of the month following the month reported	This report concerning cases in which a defendant failed to appear, violated a condition of release on bail, or committed an offense while on bail or community supervision is part of the Monthly Court Activity Report that is submitted to OCA, Additional Court Activity Section.
21	County Clerk	District Clerk	**Criminal**	Office of Court Administration	Code of Criminal Procedure, Art. 2A. 212	**Writs of Attachment** https://www.txcourts.gov/statistics/writs-of-attachment/	Email questions to: judinfo@txcourts.gov https://card.txcourts.gov/	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.

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22	County Clerk	District Clerk	**Criminal**	Prosecuting Attorney, Local Law Enforcement, Child Care Facility and/or School	Code of Criminal Procedure Art. 17.51	**Bond Conditions Notice Requirements** https://www.txcourts.gov/judicial-data/protective-order-registry/authorized-user-information-instructions/	Prosecuting Attorney, Local Law Enforcement agencies, Child Care Facility and/or School	As soon as practical **but not later than the next business day** 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.
23	County Clerk	District Clerk	**Criminal - DL Suspension**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Transportation Code § 521.347(a)	Notice of Criminal Conviction (Adult) - **automatic suspension of driver's license** required and **license surrendered to court** if ordered https://www.dps.texas.gov/section/crime-records-service/reporting-forms	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 2031Austin, TX 78773-0361 (512) 424-2031 **DPS Form DL-117** Email questions to: Driver.Improvement@dps.texas.gov	Not later than the 10th 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.
24	County Clerk	District Clerk	**Family, Criminal - Protective Orders**	Office of Court Administration - Protective Order Registry	Gov't Code, Subch. F, Chap. 72	**Protective Order** Application; Temporary Ex parte Order; Final Protective Order; Modification Orders https://www.txcourts.gov/judicial-data/protective-order-registry/authorized-user-information-instructions/	OCA Protective Order Database https://www.txcourts.gov/judicial-data/protective-order-registry/	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.
25	County Clerk	District Clerk	**Criminal - Protective Order**	TX Department of Public Safety (DPS) Protective Order Regulatory Licensing Service MSC	Code of Criminal Procedure Art. 7B.103	**Protective Order** based on criminal defendant's commission of offense because of **bias or prejudice** Email to: RSD.LTC.Compliance@dps.texas.gov	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."
26	County Clerk	District Clerk	**Criminal**	Staff Judge Advocate General or the provost marshal of military installation where defendant is assigned	Code of Criminal Procedure Art. 42.0183	**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** 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.

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27	County Clerk	District Clerk	**Criminal - CJIS Reporting**	Texas Department of Public Safety (DPS) - CJIS	Occupations Code § 160.101(b) Code of Criminal Procedure, Art. 66.252	**Criminal Conviction or deferred adjudication** for certain offenses committed by **physician** https://www.dps.texas.gov/section/crime-records-service/reporting-forms	Texas Department of Public Safety Crime Records Service PO Box 4143 Austin, TX 78714-9104 Online reporting: cch.dps.texas.gov DPS Form CR-4345	Not later than the 30th 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. *See* Article 66.252. NOTE: DPS is required to report to Texas Medical Board rather than the clerk.
28	County Clerk	District Clerk	**Criminal**	Texas Board of Nurse Examiners	Occupations Code § 301.409	**Criminal Conviction or deferred adjudication** for certain offenses committed by **licensed nurse** *Email to: compliance@bon.texas.gov	Texas Board of Nurse Examiners 333 Guadalupe 3-460 Austin, TX 78701 (512) 305-7400	Not later than the 30th 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."
29	County Clerk	District Clerk	**Criminal**	Texas Commission on Law Enforcement	Code of Criminal Procedure Art. 42.011 Occupations Code, Ch. 1701	**Criminal Conviction or placed on community supervision** - felony committed by **law enforcement officer** licensed by the Texas Commission on Law Enforcement Email to: support@tcole.texas.gov	Texas Commission on Law Enforcement 6330 U.S. Hwy. 290 E. Austin, TX 78723 512-936-7717	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.
30	County Clerk	District Clerk	**Criminal**	Texas State Board of Educators Chief Administrative Officer of private school where defendant is employed	Code of Criminal Procedure, Art. 42.018(b), (c)	**Criminal Conviction or granting of deferred adjudication** for certain offenses committed by **certified teacher or person employed by a private school** Email to: complaintsmanagement@tea.texas.gov	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.
31	County Clerk	District Clerk	**Criminal**	Texas Department of Insurance	Code of Criminal Procedure, Art. 42.0181	**Criminal Conviction or grant of deferred adjudication** for certain offenses committed by **person licensed by Texas Department of Insurance** Email: TDI-LicAdmReview@tdi.texas.gov	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).
32	County Clerk	District Clerk	**Criminal**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Code of Criminal Procedure, Art. 42.016 Penal Code, Chap. 20A	Criminal Conviction or 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 78773-0001 (512) 424-5720 Email questions to: Driver.Improvement@dps.texas.gov	No stated time frame, but implication is immediately upon issuance of order or judgment	The **Court**/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 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.

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33		District Clerk	**Criminal**	U.S. Immigration and Naturalization Service	Code of Criminal Procedure, Art. 2A.210	Criminal Conviction or deferred adjudication for felony by **"illegal criminal alien"** https://www.usa.gov/agencies/u-s-citizenship-and-immigration-services	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.)
34		District Clerk	**Criminal**	Office of Court Administration	Gov"t Code § 72.087	**Jury charge and sentence in capital case** https://www.txcourts.gov/statistics/jury-charges-sentences-in-capital-cases/	Email to: judinfo@txcourts.gov	Not later than the 30th 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.
35	County Clerk	District Clerk	**Criminal**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Transportation Code §§ 543.202 and 543.203	**Notice of Criminal Conviction or Forfeiture of Bail** 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 **DPS Form DL-117** Email questions to: Driver.Improvement@dps.texas.gov	Not later than the 7th 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.
36	County Clerk	District Clerk	**Criminal**	Texas Department of Criminal Justice-Correctional Institute	Code of Criminal Procedure, Art. 66.252(f) Code of Criminal Procedure, Art. 42A.202(b)	Court Order – **releasing defendant sentenced to TDCJ on community supervision** before the 180th 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 General email: io@tdcj.texas.gov	Not later than the 7th 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.
37	County Clerk	District Clerk	**Criminal**	Texas Department of Public Safety (DPS)	Code of Criminal Procedure, Art. 64.03	**DNA Test Results** – 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 30th 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 **Court**/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 by a laboratory operating under a contract with the DPS.
38	County Clerk	District Clerk	**Criminal - Mental Health (Adults (17 years or older) or Juveniles under 17 years of age) Certified as an Adult** **NICS Reporting**	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System)	Gov't Code §§ 411.052, 411.0521 Code of Criminal Procedure, Chap. 46B Code of Criminal Procedure, Chap. 46C	(a) Order of **Incompetency to Stand Trial** (b) **Acquittal for reasons of insanity or lack of mental responsibility** DPS NICS User Guide: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	Within 30 days of court order	*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. *Report final acquittal disposition reflecting insanity or lack of mental responsibility regardless of order for inpatient treatment or residential care. * A ZERO report is required for months in which the court issued no reportable NICS orders.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
39	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: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	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.
40	County Clerk	District Clerk	**Criminal - Mental Health**	Texas State Board of Medical Examiners	Occupations Code § 160.102	**Mental Illness/Incompetency – Physician** found to be mentally ill or mentally incompetent by a court https://www.tmb.state.tx.us/page/contact-us	Texas State Board of Medical Examiners P.O. Box 2018 Austin, TX 78768-2018	Not later than the 30th 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.
41	County Clerk	District Clerk	**Criminal - Mental Health**	Texas Board of Nurse Examiners	Occupations Code § 301.409	**Mental Incompetency – Nurse** found to be mentally ill or mentally incompetent by court *Email to: compliance@bon.texas.gov	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."
42	County Clerk	District Clerk	**Criminal - Mental Health**	**Victim** or Victim's Guardian/Relative	Code of Criminal Procedure, Art. 46C.003	**Victim Notification of Release**	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.
Civil									
43	County Clerk	District Clerk	**Civil**	Attorney General of Texas	Gov"t Code, § 402.010 (OCA form referenced in Subsection (a-1))	Petition or Motion **Challenging the Constitutionality** of a Texas Statute https://www.txcourts.gov/rules-forms/challenging-the-constitutionality-of-a-state-statute/	Attorney General of Texas Email: Const_claims@texasattorneygeneral.gov	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.
44	County Clerk	District Clerk	**Civil**	Texas Health & Human Services Commission Department of Aging and Disability Services	Health & Safety Code § 242.051	Exemplary Damage Award against a **nursing home** or nursing home officer, employee or agent Email: ltcfacilitiesenforcement@hhs.texas.gov	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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
45		District Clerk	**Civil - Tax**	Texas Secretary of State	Tax Code § 171.304	**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	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.
46	County Clerk	District Clerk	**Civil - Workers Compensation**	Texas Workers' Compensation Commission	Labor Code §§ 501.022 501.050 502.069 503.069 505.059	**Appeal** 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 **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	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 Appeal is filed** Not later than the 20th day after the date the **judgment is rendered**	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.
47	County Clerk	District Clerk	**Civil Related to Criminal**	Texas Department of Public Safety (DPS)	Code of Criminal Procedure, Subch. H, Chap. 55A Code of Criminal Procedure § 55A.351	**Expunction Order**	Texas Department of Public Safety P. O. Box 4143 Austin, TX 78765-4143 Attn: Expunctions Email to: expunctions@dps.texas.gov	When the order of expunction is final	Clerk must send a copy of an expunction order to the director of DPS, to the Crime Records Service of DPS, the Office of Court Administration, 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. Clerk may charge $25 fee for sending to each official or agency that is unable to receive an electronic transmission as specified in statute.
48	County Clerk	District Clerk	**Civil Related to Criminal**	Office of Court Administration	Code of Criminal Procedure, Subch. H, Chap. 55A Code of Criminal Procedure § 55A.351	**Expunction Order**	Office of Court Administration P.O. Box 12066 Austin, TX 78711-2066 Email to: OCAexpunctions@txcourts.gov	When the order of expunction is final	Clerk must send a copy of an expunction order to the director of DPS, to the Crime Records Service of DPS, the Office of Court Administration, 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. Clerk may charge $25 fee for sending to each official or agency that is unable to receive an electronic transmission as specified in statute.
49	County Clerk	District Clerk	**Civil Related to Criminal**	Texas Department of Public Safety (DPS)	Gov"t Code § 411.075	**Order of Nondisclosure**	Texas Department of Public Safety P. O. Box 4143 Austin, TX 78765-4143 Attn: Nondisclosures Send email to: nondisclosures@dps.texas.gov	Not later than the 15th 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.
50	County Clerk	District Clerk	**Civil Related to Criminal - Occupational DL**	County or District Attorney who is representing the State	Transportation Code § 521.243 Penal Code, § 19.05 Penal Code, §§ 49.04-49.08	**Petition Filed – Occupational driver's license** 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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
51	County Clerk	District Clerk	**Civil Related to Criminal - Occupational DL**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Transportation Code § 521.249 Transportation Code § 521.252	**Occupational Driver's License Granted or Revoked**	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001 Email questions to: Driver.Improvement@dps.texas.gov	No stated time frame, but implication is immediately after issuance of the order granting or revoking	The **Court**/Clerk 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.
52	County Clerk	District Clerk	**Civil - Vexatious Litigants**	Office of Court Administration	Civil Practice & Remedies Code § 11.104	**Vexatious Litigant** prohibited from filing new litigation **(Pre-Filing Order)** https://www.txcourts.gov/judicial-data/vexatious-litigants/	Email to: judinfo@txcourts.gov	Not later than 30 days after the date the prefiling 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.
53	County Clerk	District Clerk	**Civil - Summary Judgments**	Office of Court Administration	Government Code, § 23.303	**Summary Judgment** - Court Compliance https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/motion-for-summary-judgment/	Office of Court Administration P.O. Box 12066 Austin, TX 78711-2066 Email questions to: judinfo@txcourts.gov	Not less than once per quarter (every 3 months). Due by 20th of month following end of quarter.	Clerk to report quarterly on each court's compliance with requirements of statute regarding timelines for court action on a motion for summary judgment. Applies to motions for summary judgment filed on or after 3/1/2026. Reports are submitted through Courtal website: https://courtal.txcourts.gov/
Family									
54		District Clerk	**Family - Vital Statistics**	Texas Department of State Health Services - Vital Statistics	Health & Safety Code § 194.002	**VS reporting form-Divorce or Annulment granted Information on Suit Affecting the Family Relationship (Excluding Adoptions)** https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549 TX DSHS Form VS-165 E-mail: registrar@dshs.state.tx.us	Not later than the 9th 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.
55		District Clerk	**Family - Vital Statistics**	Texas Department of State Health Services - Vital Statistics	Family Code, § 108.003 Health & Safety Code § 192.009	**Adoption Decree - Form VS-160** https://www.dshs.state.tx.us/vital-statistics/birth-records/new-birth-certificate-based	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 10th 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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
56		District Clerk	**Family - Vital Statistics**	Texas Department of State Health Services - Vital Statistics	Family Code § 45.004(b) Family Code, Ch. 108	**Name Change for Minor** https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549 TX DSHS Form VS-165 E-mail: registrar@dshs.state.tx.us	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.
57		District Clerk	**Family - Vital Statistics**	Texas Department of State Health Services - Vital Statistics	Health & Safety Code § 192.0051 Family Code, § 108.008	**VS Form- Paternity Determination Information on Suit Affecting the Family Relationship (Excluding Adoptions)** https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549 TX DSHS Form VS-165 E-mail: registrar@dshs.state.tx.us	Immediately after order becomes final	Clerk prepares report of each order determining paternity on designated form and sends to Vital Statistics.
58		District Clerk	**Family - Vital Statistics**	Texas Department of State Health Services - Vital Statistics	Family Code § 108.001(a), (d)	**VS Form-SAPCR** –Court Order **Information on Suit Affecting the Family Relationship (Excluding Adoptions)** https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549 TX DSHS Form VS-165 E-mail: registrar@dshs.state.tx.us	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.
59		District Clerk	**Family - Vital Statistics**	Texas Department of State Health Services - Vital Statistics	Family Code § 108.004	**VS Form- SAPCR – loss of court's jurisdiction Information on Suit Affecting the Family Relationship (Excluding Adoptions)** https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549 TX DSHS Form VS-165 E-mail: registrar@dshs.state.tx.us	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.
60		District Clerk	**Family - Vital Statistics**	Texas Department of State Health Services - Vital Statistics	Family Code § 105.008	**VS-form for Suit Affecting P/C Relationship (excluding adoptions) Information on Suit Affecting the Family Relationship (Excluding Adoptions)** https://www.dshs.state.tx.us/vital-statistics/paternity-information/reporting-court-cases-affecting	Texas Department of State Health Services Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111 ext. 2549 TX DSHS Form VS-165 E-mail: registrar@dshs.state.tx.us	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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
61	County Clerk	District Clerk	**Family - Protective Order**	Clerk of Court in appropriate County	Family Code, § 85.062	**Protective Order** issued by court other than court where SAPCR and/or dissolution of marriage suit is pending https://card.txcourts.gov/DirectorySearch.aspx	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.
62	County Clerk	District Clerk	**Family, Criminal - Protective Orders**	Office of Court Administration - Protective Order Registry	Gov't Code, Subch. F, Chap. 72	**Protective Order** Application; Temporary Ex parte Order; Final Protective Order; Modification Orders https://www.txcourts.gov/judicial-data/protective-order-registry/authorized-user-information-instructions/	OCA Protective Order Database https://www.txcourts.gov/judicial-data/protective-order-registry/	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.
63	County Clerk	District Clerk	**Family - Protective Order**	Law Enforcement - Constable/Sheriff, Police Department; Title IV-D agencies; child care/school, etc	Family Code §§ 85.041 and 85.042 (a), (a-1) (b)	**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 **not later than the third business day** after the hearing. Clerk must deliver a copy of the order **not later than the next business day** 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.
64	County Clerk	District Clerk	**Family - Protective Order**	Texas Department of Public Safety (DPS) Regulatory Licensing Service	Family Code § 85.042(e)	Protective Order suspending a license to carry a **handgun** Email to: RSD.LTC.Compliance@dps.texas.gov	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.
65	County Clerk	District Clerk	**Family - Protective Order**	Each person and entity that received a copy of the original or modified protective order	Family Code § 85.042	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)

No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
66	County Clerk	District Clerk	**Family**	State licensing agency as directed by the Court	Family Code § 232.002 § 232.008(d) § 232.013	**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.
67	County Clerk	District Clerk	**Family - Summary Judgements**	Office of Court Administration	Government Code, § 23.303	**Summary Judgment** - Court Compliance https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/motion-for-summary-judgment/	Office of Court Administration P.O. Box 12066 Austin, TX 78711-2066 Email to: OCA-Legal@txcourts.gov	Not less than once per quarter (every 3 months). Due by 20th of month following end of quarter.	Clerk to report quarterly on each court's compliance with requirements of statute regarding timelines for court action on a motion for summary judgment. Applies to motions for summary judgment filed on or after 3/1/2026. Reports are submitted through Courtal website: https://courtal.txcourts.gov/
68	County Clerk	District Clerk	**Family - Judicial Bypass**	Office of Court Administration	Family Code §33.003(I-1)	**Judicial Bypass Report** https://www.txcourts.gov/statistics/judicial-bypass-cases/	Reporting website: https://card.txcourts.gov/ Email questions to: judinfo@txcourts.gov	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.
69	County Clerk	District Clerk	**Family - Judicial Bypass (Financial)**	Texas Department of State Health Services - Vital Statistics	Family Code, § 33.007 Supreme Court Parental Notification Rules & Forms (Misc. Docket 22-9077)	**Judicial Bypass Suit** – Order for State to pay ad litems, 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 90th 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).
Juvenile									
70	County Clerk	District Clerk	**Juvenile - JJIS Reporting**	Texas Department of Public Safety (DPS) - CJIS/JJIS	Family Code § 58.110(c)	**Juvenile Court Case Disposition** DPS Form CR-43J45J DPS JJIS Reporting Manual CR-50A: https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr	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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
71	County Clerk	District Clerk	**Juvenile - JJIS Reporting**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Alcoholic Beverage Code § 106.117 **Family Code, Title 3**	Criminal Conviction – Juvenile Adjudication, Deferred Disposition or Acquittal – **Alcoholic Beverage Code Chapter 106** offense (Provisions Relating to Age) DPS JJIS Reporting Manual CR-50A: https://www.dps.texas.gov/section/crime-records/criminal-history-reporting-chr	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 424-5720 **DPS Form CR-43J45J** Email: Driver.Improvement@dps.texas.gov	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.
72	County Clerk	District Clerk	**Juvenile, Mental Health (at least 16 years of age)** **NICS Reporting**	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System)	Gov't Code §§ 411.052, 411.0521 Family Code, Chapter 55, Subchapter C Health & Safety Code, Chap. 574 Health & Safety Code, Chapter 593, Subch. C	(a) **Delinquent Conduct** (b) **Conduct Indicating a Need of Supervision** Order- Unfit to Proceed, Not Responsible for Conduct; Long-Term Residential Care due to Intellectual Disability DPS NICS User Guide: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	Within 30 days of court order	*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. *A ZERO report is required monthly for courts with no reportable NICS orders.
73	County Clerk	District Clerk	**Juvenile, Mental Health (at least 16 years of age)** **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: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	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.
Probate/Guardianship									
74	County Clerk		**Guardianship**	Office of Court Administration Judicial Branch Certification Commission	JBCC Rules, Rule 10.2	**Notification of Guardianship Registration, Training, & Criminal History Background Check Requirements**	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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
75	County Clerk		**Guardianship**	Office of Court Administration Judicial Branch Certification Commission	JBCC Rules, Rule 10.4 Estates Code, § 1104.003	Notification to JBCC of **Waiver of Guardianship Training Requirement**	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066 Email: jbccguardianregistration@txcourts.gov	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.)
76	County Clerk		**Guardianship**	Office of Court Administration Judicial Branch Certification Commission	JBCC Rules, Rule 10.6(a) Estates Code, Chap. 1105	Notification to JBCC of **Guardian's Qualification**	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066 Email: jbccguardianregistration@txcourts.gov	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.
77	County Clerk		**Guardianship**	Office of Court Administration Judicial Branch Certification Commission	JBCC Rules, Rule 10.6(c)	Notification to JBCC of **dismissal, denial, or nonsuit** of guardianship application	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066 Email: jbccguardianregistration@txcourts.gov	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.
78	County Clerk		**Guardianship**	Office of Court Administration Judicial Branch Certification Commission	JBCC Rules, Rule 10.6(c)	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 **person will not be guardian**	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066 Email: jbccguardianregistration@txcourts.gov	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.
79	County Clerk		**Guardianship**	Office of Court Administration Judicial Branch Certification Commission	JBCC Rules, Rule 10.6(d) Estates Code, Chap. 1203 Estates Code, Chap. 1202 Estates Code, Chap. 1204 Estates Code, Subch. D, Chap. 1251	Notification to JBCC that a **guardian has been removed or the guardianship has been terminated**	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066 Email: jbccguardianregistration@txcourts.gov	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.
80	County Clerk		**Guardianship**	Office of Court Administration Judicial Branch Certification Commission	JBCC Rules, Rule 10.6(d) Estates Code, Chap. 1022 Estates Code, Chap. 1023	Notification to JBCC that a **guardianship has been transferred** to another venue or jurisdiction	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711-2066 Email: jbccguardianregistration@txcourts.gov	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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
81	County Clerk		**Guardianship** **Certified Guardians**	Office of Court Administration - Judicial Branch Certification Commission	Estates Code § 1104.256	**Guardians – Private Professional Guardians and Program Guardians Certification Requirement** Rules of the Judicial Branch Certification Commission https://jbcctexas.txcourts.gov/DefaultTexas.aspx?BusinessUnit=GRD	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711 compliancedepartment@txcourts.gov	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).
82	County Clerk		**Guardianship** **Private Professional Guardians**	Office of Court Administration - Judicial Branch Certification Commission	Estates Code § 1104.306	**Guardians – Registered Private Professional Guardians**	Judicial Branch Certification Commission P.O. Box 12066 Austin, TX 78711 compliancedepartment@txcourts.gov	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.
83	County Clerk		**Guardianship** **NICS Reporting**	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System)	Gov't Code §§ 411.052, 411.0521 Estates Code, Chapter 1101	**Court Appointed Guardian of Incapacitated Adult** DPS NICS User Guide: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	Within 30 days of court order	*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. * A ZERO report is required monthly for courts with no reportable NICS orders.
84	County Clerk		**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: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	Within 30 days of court order	Clerk is to report an order signed and entered granting relief from firearms disability.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
85	County Clerk		**Guardianship** **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: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	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.
86	County Clerk		**Guardianship** **DPS - Drivers License - Revocation**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Transportation Code § 521.319 Estates Code, Subch. D, Chap. 1101	**Court Order – Incapacitation to Act as the Operator of a Motor Vehicle or Judgment of Total Incapacitation** https://www.dps.texas.gov/section/driver-license/notification-enforcement action	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 474-5720 Email: Driver.Improvement@dps.texas.gov 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.
87	County Clerk		**Guardianship** **DPS - Drivers License - Restoration**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Transportation Code § 521.319 Estates Code, Chap. 1202	**Court Order – Person's Capacity Judicially Restored** https://www.dps.texas.gov/section/driver-license/notification-enforcement action	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 474-5720 Email: Driver.Improvement@dps.texas.gov 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.
88	County Clerk		**Probate - Chemical Dependency** **DPS - Drivers License - Revocation**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Transportation Code § 521.319 Health & Safety Code, Subch. D, Chap. 462	**Court Order – Involuntary Commitment for Chemical Dependency Treatment** https://www.dps.texas.gov/section/driver-license/notification-enforcement action	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 474-5720 Email: Driver.Improvement@dps.texas.gov 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.
89	County Clerk		**Probate - Chemical Dependency** **DPS - Drivers License - Restoration**	Texas Department of Public Safety (DPS) - Driver Improvement Bureau	Transportation Code § 521.319 Health & Safety Code § 462.080	**Expiration of Order of Involuntary Commitment or Person Released on Certificate of Discharge by Facility Superintendent/Administrator** https://www.dps.texas.gov/section/driver-license/notification-enforcement action	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0361 (512) 474-5720 Email: Driver.Improvement@dps.texas.gov 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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
Mental Health									
90	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 **court-ordered inpatient mental health commitment** signed & filed. (b) Order for **intellectual disability commitment to long term residential care** signed & filed. DPS NICS User Guide: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	Within 30 days of court order	*Report court-ordered inpatient mental health commitment signed and filed; report **each** 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.
91	County Clerk		**Mental Health** **NICS Reporting**	Texas Department of Public Safety- **NICS** (National Instant 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: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	Within 30 days of court order	Clerk is to report an order signed and entered granting relief from firearms disability.
92	County Clerk	District Clerk	**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: https://www.dps.texas.gov/section/crime-records/texas-nics-indices-entry-reporting OCA NICS Reporting Manual: https://www.txcourts.gov/reporting-to-oca/other-reporting-resources/	Texas Department of Public Safety- **NICS** (National Instant Criminal Background Check System) Submit electronically through DPS NICS Indices reporting system Email questions to: CJISJJIS@dps.texas.gov	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.
Jury									
93	County Clerk	District Clerk	**Jury - Voter Registration**	County Voter Registrar	Gov't Code § 62.109(a), (c)	**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.
94	County Clerk	District Clerk	**Jury - Voter Registration**	County Voter Registrar	Gov"t Code § 62.107(a), (c)	**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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
95	County Clerk	District Clerk	**Jury - Juror Pay / Reimbursement $600+**	Internal Revenue Service	Title 26, U.S.C., Internal Revenue Code Gov"t Code, § 61.001	**1099-NEC - Juror Payment - Reimbursement $600+** Coordinate with County Treasurer and Auditor Form 1099-NEC Form 1099-NEC Instructions Form W-9 Request for Taxpayer ID Form W-9 Instructions	Internal Revenue Service 866-455-7438 IRS Information Reporting Intake System (IRIS)	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.
Registry of the Court									
96	County Clerk	District Clerk	**Registry of the Court - Interest Earned**	Internal Revenue Service	Local Gov"t Code § 117.003	**1099- Interest - Interest earned** 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.
97	County Clerk		**Registry of the Court - Annual Report to the Court on Invested Funds**	Court(s) having jurisdiction over the affected case(s)	Estates Code § 1355.052	**Investments Status Report**	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.
98	County Clerk	District Clerk	**Registry of the Court - Cash Bail Bond $10K+**	Internal Revenue Service	26 United States Code (U.S.C.) 6050I 31 U.S.C. 5331	**Criminal Cash Bail Bonds $10K or More** IRS Form 8300 IRS Instructions for Form 8300	Internal Revenue Service 866-455-7438 Detroit Federal Building P.O. Box 32621 Detroit MI 48232 https://bsaefiling.fincen.treas.gov/main.html Search U.S. Code: https://uscode.house.gov/search/criteria.shtml	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 threshhold and the specified criminal offense criteria must be met. Offenses include: • A federal criminal offense involving a controlled substance (as defined in section 802 of Title 21 of the U.S. Code); • Racketeering (as defined in section 1951, 1952, or 1955 of Title 18 of the U.S. Code); • Money laundering (as defined in section 1956 or 1957 of Title 18 of the U.S. Code); and • Any state criminal offense substantially similar to stated offenses 1–3 above.
99	County Clerk	District Clerk	**Registry of the Court - Receivership on Mineral Interests, Notice Concerning Fiduciary Relationship & Filing of Tax Returns**	Internal Revenue Service	Civil Practice & Remedies Code, Subch. F, Chap. 64 26 USC CFR § 301.6871(a)-2 (Internal Revenue Code) 26 USC § 6012-3	**Receivership Payments on Mineral Interests** IRS Form 56 - Notice Concerning Fiduciary Relationship IRS Instructions for Form 56 Internal Revenue Manual, § 5.17.13	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.

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No.	Office		Category	Agency	Legal Citation	Report Name/Item Reported/Additional Resources	Report Recipient/Address/Contact Info	Time Reported/Frequency	Notes
100	County Clerk	District Clerk	**Registry of the Court - Unclaimed Property, Cash Bail Bonds**	Texas Comptroller of Public Accounts Unclaimed Property	Property Code § 72.101 Property Code § 74.101	**Unclaimed Cash Bail Bonds** https://www.claimittexas.gov/ Email questions to: up.holder@cpa.texas.gov	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.
101	County Clerk	District Clerk	**Registry of the Court - Unclaimed Property**	Texas Comptroller of Public Accounts Unclaimed Property	Property Code § 72.101 § 74.101 § 74.301 Local Gov't Code § 117.002	**Unclaimed Funds other than cash bail bonds** https://www.claimittexas.gov/ Email questions to: up.holder@cpa.texas.gov	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, **except cash bail bonds**, that are presumed abandoned consistent with Property Code, Chap. 72, shall be **reported and delivered** 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.
102	County Clerk	District Clerk	**Registry of the Court - Unclaimed Property, $100 or less**	County Treasurer	Property Code § 76.101 Property Code § 76.301	**Unclaimed Property, $100 or less**	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.
Other									
103	County Clerk	District Clerk	**Financials**	County Treasurer	Local Gov't Code § 113.022	**Daily Deposit** of Funds https://www.txcourts.gov/publications-training/publications/filing-fees-courts-costs/	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.
104	County Clerk	District Clerk	**Financials**	County Commissioner's Court	Local Gov't Code § 114.044	**Report to Commissioners Court by Officer Who Collects Fines, Judgments, or Jury Fees**	County Commissioners Court	At least once a month at a regular term of Commissioners Court	The Clerk must report on all fines imposed and collected, all judgments rendered and collected for the use of the county, and all jury fees collected by the courts in favor of or for the use of the county, and, at the time of the report, present the receipts and vouchers that show the disposition of the money, fines, or judgments.
105	County Clerk	District Clerk	**Civil, Criminal - Financials**	Texas Indigent Defense Commission	Gov't Code § 57.002	**Court Interpreter Services Interpretation Services for Expenses paid by the County** https://www.txcourts.gov/statistics/court-ordered-interpretation-service-expenditures/	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.

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