

## DISTRICT CLERK REPORTING REQUIREMENTS

December 2013

No.	Item Reported	Report Name	Report Recipient & Address	Form No. & Contact Info	Time Reported	Legal Citation	Notes
1	<b>Adoption</b> Decree	Certificate of Adoption	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-160 <a href="http://www.dshs.state.tx.us/vs/reqproc/forms/vs160.pdf">www.dshs.state.tx.us/vs/reqproc/forms/vs160.pdf</a>  (888) 963-7111	Not later than the 10 <sup>th</sup> day of the first month after the month in which the adoption is rendered.	Family Code, § 108.003  Health & Safety Code § 192.009	Clerk to transmit a certified report of adoption using a VS-160 form.
2	Appeal of decision of the Texas <b>Workers' Compensation</b> 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 20 <sup>th</sup> day after the date the suit is filed must send the notice Not later than the 20 <sup>th</sup> day after the date the judgment is rendered must send certified copy of the judgment	Labor Code §§ 501.022, 501.050, 502.069, 503.069, 505.059	Clerk must mail a “notice” to the TWCC giving the case style, case number, and date the case was filed. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University or Texas Tech University Health Sciences Center; (4) State Employees' Workers' Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense.
3	<b>Child Support</b> Order	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Vital Statistics 1100 W. 49 <sup>th</sup> Street Austin, TX 78756-3191	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  (888) 963-7111 ext. 2549 <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	No stated time frame	Family Code § 105.008	Clerk shall provide a record of a court order for child support. VS-165 form must be used. To the extent possible, the Title IV-D agency is to reimburse the clerk for costs incurred in providing the record.
4	Court Order – <b>releasing defendant sentenced to TDCJ on community supervision</b> before the 180 <sup>th</sup> 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 Institutions Division P.O. Box 99 Huntsville, TX 77342	(936) 437-2169 Fax: (936) 437-6325	Not later than the 7 <sup>th</sup> day after the date of the defendant's release	Code of Criminal Procedure, art. 42.12, Section 6(a) Code of Criminal Procedure, art. 60.08(e)	The clerk is to “report” the release. No specific manner of reporting is mandated.
5	Court Order – <b>releasing person acquitted by reason of insanity</b> from mental hospital on regimen of outpatient care or on discharge from mental hospital		Crime victim or the victim's guardian or close relative		No stated time frame, but implication is immediately after the issuance of the order.	Code of Criminal Procedure, art. 46C.003 (HB 2124)	Clerk is to notify the victim or the victim's guardian or the victim's close relative of the release of the person's release from the mental hospital.
6	<b>Criminal Case</b> Disposition	Criminal History Reporting Form	Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143	CR-43	Not later than the 30 <sup>th</sup> day after the date on which the clerk receives the case disposition	Code of Criminal Procedure, art. 60.08	The clerk shall report the disposition of the case to the DPS. The DPS provides training on how to complete this form.

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7	Criminal Conviction - <b>automatic suspension of driver's license</b> required and license surrendered to court	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	DIC-17  (512) 424-5720	Not later than the 10 <sup>th</sup> day after the date on which the driver's license is surrendered to the court	Transportation Code § 521.347(a)	The court in which a person is convicted of an offense requiring automatic suspension of the person's driver's license "may" require the person to surrender his or her license to the court. If the license is surrendered to the court, then the clerk must send the license to the DPS along with completed Form DIC-17.
8	Criminal Conviction - negligent homicide or other felony in which <b>vehicle was used</b>	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	DIC-17	Not later than the 7 <sup>th</sup> day after the date of conviction	Transportation Code §§ 543.202, 543.203	Clerk is to submit to the DPS a written record of the case containing the information set out in Transportation Code § 543.202. Use DPS form
9	Criminal Conviction (or grant of deferred adjudication) for certain offenses committed by certified <b>teacher</b>		Texas State Board for Educator Certification 1701 North Congress Ave WBT 5-100 Austin, TX 78701-1494		Not later than the fifth day after the date the teacher is convicted or is granted deferred adjudication	Code of Criminal Procedure, art. 42.018	Clerk is to provide the State Board for Educator Certification with written notice of the teacher's conviction or deferred adjudication.
10	Criminal Conviction (or grant of deferred adjudication) for certain offenses committed by licensed <b>nurse</b>		Texas Board of Nurse Examiners 333 Guadalupe 3-460 Austin, TX 78701	(512) 305-7400	Not later than the 30 <sup>th</sup> day after conviction	Occupations Code § 301.409	Attorney representing the State "shall cause the clerk" to prepare and forward to the Board "a certified true and correct abstract of the court record of the case."
11	Criminal Conviction (or grant of deferred adjudication) for certain offenses committed by <b>person licensed by Texas Department of Insurance</b>		Texas Department of Insurance Agent Licensing Division Mail Code 107-1A P.O. Box 149104 Austin, TX 78714-9104		Not later than the fifth day after the conviction or grant of deferred adjudication	Code of Criminal Procedure, art. 42.0181	Clerk is to provide the Department of Insurance with written notice of the person's conviction of, or deferred adjudication for, an offense under Penal Code Chapters 31 (theft), 32 (fraud), 34 (money laundering), or 35 (insurance fraud).
12	Criminal Conviction (or grant of deferred adjudication) for certain offenses committed by <b>physician</b>		Texas Department of Public Safety Crime Records Service PO Box 4143 Austin, TX 78765-4143		Not later than the 30 <sup>th</sup> day after the conviction or grant of deferred adjudication	Occupations Code § 160.101	Clerk is to prepare and forward the information required by Chapter 60, Code of Criminal Procedure. <i>See</i> Article 60.051.
13	Criminal Conviction (or grant of deferred adjudication) for felony by " <b>illegal criminal alien</b> "		Immigration and Naturalization Service (INS)		No stated time frame	Code of Criminal Procedure, art. 2.25	"Judge" is to report to INS. As a practical matter, however, the clerk should make this report. In some counties the sheriff's department or the CSCD make this report –if this is not ideal.
14	Criminal Conviction (or grant of deferred adjudication) for offense constituting family violence or offense under Title 5, Penal Code (criminal homicide, kidnapping, human trafficking, sexual offenses and assaultive offenses in certain circumstances		Staff Judge Advocate at Joint Force Headquarters or the provost marshal of the military installation to which the defendant is assigned.		No stated time frame, but implication is immediately after issuance of the order.	Code of Criminal Procedure, art. 42.0183	This reporting requirement applies only if the respondent is a member of the state military forces or is serving in the U.S. armed forces in an active duty status.

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15	Criminal Conviction (or grant of deferred adjudication) or juvenile adjudication for offense requiring <b>registration as a sex offender</b>		Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	(512) 424-5720	No stated time frame	Code of Criminal Procedure, art. 42.016	Clerk is to send to DPS a copy of the record of conviction, a copy of the order granting deferred adjudication, or a copy of the juvenile adjudication, and a copy of the court order requiring the DPS to include sex offender information in a driver's license record.
16	Criminal Conviction (or placement on community supervision) -felony committed by <b>law enforcement officer</b> licensed by the Texas Commission on Law Enforcement		Texas Commission on Law Enforcement 6330 U.S. Hwy. 290 E. Austin, TX 78723		No stated time frame, but basically upon the order being received by the clerk	Code of Criminal Procedure, art. 42.011	Clerk is to send (either electronically or by mail) the person's license number and a certified copy of the judgment. Article 42.022 refers to individuals licensed under Government Code, Chapter 415 (but now see Occupations Code, Chapter 1701).  Note: Senate Bill 686 (83 <sup>rd</sup> Leg) changed the name of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) to the Texas Commission on Law Enforcement.
17	<b>Daily Deposit</b> of Funds		County Treasurer		Daily	Local Government Code 113.022	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.
18	<b>Divorce</b> or Annulment granted	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  (888) 963-7111 ext. 2549 <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a>	Not later than the 9 <sup>th</sup> day of the month after the month the divorce or annulment was granted	Health & Safety Code § 194.002	Clerk must file a completed report for each divorce or annulment granted in the district court. For each report that is filed, the clerk may collect \$1 as costs in the case in which the divorce or annulment was granted.
19	<b>DNA Test Results</b> – when court has ordered DNA testing of evidence containing biological material of person already convicted		Texas Department of Public Safety Crime Record Service P.O. Box 4143 Austin, TX 78765-4143	(512) 424-2105	Not later than the 30 <sup>th</sup> day after the conclusion of a proceeding wherein a convicted defendant seeks DNA testing under Chapter 64 of the Code of Criminal Procedure.	Code of Criminal Procedure, art. 64.03	Clerk is to forward DNA test results to the DPS in cases where the testing is conducted by a laboratory other than a DPS laboratory or a laboratory operating under a contract with the DPS.
20	Exemplary Damage Award against a <b>nursing home</b> or nursing home officer, employee or agent		Director of Central Operations, Long Term Regulatory Texas Department of Aging and Disability Services (Mail Code E-341) P.O. Box 149030 Austin, TX 78714		No stated time frame. The presumption is that this notice should occur shortly after the award of exemplary damages.	Health & Safety Code § 242.051	Clerk is to notify the Texas Department of Human Services if exemplary damages are awarded against a nursing home (or an officer, employee or agent of a nursing home) pursuant to Civil Practice & Remedies Code, Chapter 41.
21	<b>Expunction</b> Order		Texas Department of Public Safety PO Box 4143 Austin, TX 78765-4143 Attn: Expunctions	<a href="mailto:expunctions@txdps.state.tx.us">expunctions@txdps.state.tx.us</a>	When the order of expunction is final	Code of Criminal Procedure, art 55.02, Sec. 3(c)	Clerk must send certified copy of an expunction order to the Crime Records Service of DPS and to each official or agency or other governmental entity or political subdivision designated by the person who is the subject of the order. Must be sent by secure electronic mail, electronic transmission, fax or certified mail, return receipt requested.
22	<b>Federal Prohibited Person</b> Information		Texas Department of Public Safety		Not later than the 30 <sup>th</sup> day after the relevant court order	Government Code §§ 411.052, 411.0521	Clerk must prepare and forward to DPS certain information in Government Code § 411.0521(b) when the court: (1) orders a person to receive inpatient mental health services; (2) acquits a person in a criminal case by reason of insanity or lack of mental responsibility; (3) commits a person determined to have mental retardation; (4) Appoints a guardian for an incapacitated adult; (5) determines a person is incompetent to stand trial; or (6) finds a person is entitled to relief from a firearms disability.

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							Note: Not later than 09/01/10, clerk shall forward information for court orders issued between 09/01/89 and 08/31/09.
23	Fees ordered to be paid to <b>court-appointed individuals</b> in civil cases	Official District Court Appointments and Fees Report	Supreme Court of Texas Office of Court Administration P.O. Box 12066 Austin, TX 78711	(512) 463-1625	Monthly. Not later than the 20 <sup>th</sup> day of the month following the month reported	Supreme Court Order No. 94-9143 Government Code § 71.035(b)	Clerk is to report each fee of \$500 or more approved or paid during the month. Fees of less than \$500 may be reported, but are not required to be reported.
24	<b>Forfeiture of Bail</b> where defendant is charged with negligent homicide or other felony where vehicle was used	Notice of Convictions	Texas Department of Public Safety Driver Improvement Bureau P.O. Box 4087 Austin, TX 78773-0001	DR-18	Not later than the 7 <sup>th</sup> day after forfeiture of bail	Transportation Code §§ 543.201, 543.202, 543.203	Clerk is to submit to DPS a written record of the case containing the information set out in Transportation Code § 543.202. Use DPS form.
25	<b>Forfeiture of Corporation's Charter</b> – order forfeiting, appeal of order & disposition of appeal		Texas Secretary of State of Texas Administrative Unit P.O. Box 12887 Austin, TX 78711		“promptly” after the relevant court action	Tax Code § 171.304	If a district court forfeits a corporation’s charter, the clerk is to mail a certified copy of the judgment to the Secretary of State. If an appeal is perfected, the clerk is to certify that fact to the Secretary of State. The clerk shall also certify any disposition of an appeal to the Secretary of State.
26	<b>Hate Crime</b> – request for affirmative finding	Report of a Request for a Hate Crime finding	Office of Court Administration P.O. 12066 Austin, TX 78711	<a href="http://www.courts.state.tx.us/oca/requires.asp">www.courts.state.tx.us/oca/req uires.asp</a> (512) 463-1625	Not later than the 30 <sup>th</sup> day after the date judgment is entered in the case	Code of Criminal Procedure, art. 2.211	This report concerning requests for affirmative hate crime findings is part of the Official District Court Monthly Report that is sent to OCA. No other report is required.
27	<b>Interest</b> earned		Internal Revenue Service	1099-INT (866) 455-7438	File Copy A with IRS by March. Furnish Copy B to the Recipient by February. Keep Copy C for your file.	Local Government Code 117.003	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.
28	Judgment rendered in case appealing a decision of the Texas <b>Workers' Compensation</b> 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 78711-2757	(512) 804-4055	Not later than the 20 <sup>th</sup> day after the date the judgment is rendered	Labor Code §§ 501.022; 501.050; 502.069; 503.069; 505.059	Clerk must mail a certified copy of the judgment to the TWCC. The listed Texas state actors (in addition to the State of Texas itself) are: (1) Texas A & M University System; (2) University of Texas System; (3) Texas Tech University or Texas Tech University Health Sciences Center; (4) State Employees' Workers' Compensation Fund; and (5) Texas Department of Transportation. The clerk may not assess any fee for making the notification. A clerk who does not comply with this notice requirement commits a misdemeanor offense
29	<b>Judicial Bypass Suit</b> – Order for State to pay ad litem, 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 90 <sup>th</sup> day after the date of a final ruling	Family Code § 33.007  Texas Parental Notification Rule 1.9(b)(2), (4)	Clerk must “direct” copy of court order to Comptroller who shall pay the amount ordered from funds appropriated to the Texas Department of State Health Services. But copy of order is actually sent to the Texas Department of State Health Services instead of to the Comptroller.
30	Jury charge and sentence in <b>capital case</b>		Office of Court Administration P.O. Box 12066 Austin, TX 78711	(512) 936-1358  <a href="http://www.courts.state.tx.us/oca/pdf/jury-instructions.pdf">www.courts.state.tx.us/oca/pdf/ jury-instructions.pdf</a>	Not later than the 30 <sup>th</sup> day after the date the judgment of acquittal or conviction is entered	Government Code § 72.087	Clerk shall submit a written record of the case containing the contents of the trial court’s charge to the jury and the sentence issued.
31	Jury Service - Disqualification because potential <b>juror not county resident</b>		County Voter Registrar		On the third business day of each month	Government Code § 62.114	Clerk shall maintain list of the name and address of each person who is excused or disqualified from jury service because the person is not a resident of the county. On the third business day of each month, the clerk sends a copy of the list to the voter registrar.

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32	Jury Service - Disqualification because potential juror not U.S. citizen		County Voter Registrar, secretary of state, and county attorney or district attorney		On the third business day of each month	Government Code § 62.113 (HB 174)	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, as applicable, for an investigation of whether the person committed an offense under Section 13.007, Election Code, or other law.
33	Jury Service - Exemption ordered by District Court		County Voter Registrar		“promptly”	Government Code § 62.109 (SB 85)	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.
34	Jury Service – Permanent Exemption Claimed by Person Over 70		County Voter Registrar		“promptly”	Government Code § 62.107 (SB 85)	Clerk shall have a copy of the statement claiming a permanent exemption on the basis of age promptly delivered to the county voter registrar.
35	Juvenile Court Case Disposition		Department of Public Safety Crime Records Service P.O. Box 4143 Austin, TX 78765-4143		Not later than 30 days after the date the clerk receives notice of the disposition	Family Code § 58.110(c)	Clerk is to report disposition of juvenile case to DPS. HB 1435 (83 <sup>rd</sup> Leg) removed the criminal penalty for a clerk who fails to report the disposition of a case.
36	Monthly Court Activity	Official District Court Monthly Report	Office of Court Administration P.O. Box 12066 Austin, TX 78711	<a href="http://www.txcourts.gov/oca/required.asp">http://www.txcourts.gov/oca/required.asp</a>  (512) 463-1625	No later than the 20 <sup>th</sup> day of the month following the month reported	Government Code § 71.035	Reporting may be done either on paper or electronically.
37	Name Change for Minor		Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040			Family Code § 45.004(b)	If a child who is subject to the continuing jurisdiction of a court, the clerk is to transmit a copy of the minor’s name change order.
38	Occupational Driver’s License Granted or Revoked		Texas Department of Public Safety Safety Responsibility P.O. Box 15999 Austin, TX 78761-5999		No stated time frame, but implication is immediately after issuance of the order	Transportation Code § 521.249	Clerk is to send certified copy of the petition and court order granting the occupational license. The order is to set out the judge’s findings and restrictions in regard to issuance of the license. Similarly, if the court that granted the license subsequently revokes the license, the clerk must send a certified copy of the order.
39	Order of Nondisclosure		Texas Department of Public Safety P.O. Box 4143 Austin, TX 78765-4143 Attn: Expunctions	<a href="mailto:expunctions@txdps.state.tx.us">expunctions@txdps.state.tx.us</a>	Not later than the 15 <sup>th</sup> business day after the date an order of nondisclosure is issued	Government Code § 411.081	Clerk is to send to DPS all relevant criminal history record information contained either in (1) the order; or (2) a copy of the order. Clerk is to send the material by certified mail, return receipt requested, or secure electronic mail, electronic transmission, or fax. Note: Five bills from the 83 <sup>rd</sup> Legislature made changes to Section 411.081 (HB 729-effective 6-14-13; SB 869-effective 6-14-13; SB 107-effective 9-1-13; SB 743-effective 9-1-13; and, SB 966-effective 9-1-14)
40	Order Vacating a Protective Order		Each individual who received a copy of the original protective order		No stated time frame, but implication is immediately after issuance of the order.	Family Code § 85.042 (c)	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. Note: Two bills from the 83 <sup>rd</sup> Legislature made changes to Section 85.042 (SB 355-effective 9-1-13 and HB 1435-effective 9-1-13)
41	Paternity Determination	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a> (888) 963-7111 ext. 2549	Immediately after order becomes final	Family Code § 108.008  Health & Safety Code § 192.0051	Clerk prepares report of each order determining paternity on designated form and sends to Vital Statistics.

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42	Petition Filed – <b>occupational driver’s license</b> 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	Transportation Code § 521.243	Clerk must send a copy of petition and any notice of hearing “by certified mail” to attorney representing the state if the petitioner’s license was suspended following a conviction for an offense under Sections 19.05, 49.04, 49.07 or 49.08 of the Penal Code or an offense to which Section 521.342 of the Transportation Code applies.
43	Petition or Motion <b>Challenging the Constitutionality</b> of a Texas Statute		Attorney General of Texas <a href="mailto:Const_claims@texasattorneygeneral.gov">Const_claims@texasattorneygeneral.gov</a>  OCA form referenced in Subsection (a-1) <a href="http://www.courts.state.tx.us/pdf/Constitutionality.pdf">www.courts.state.tx.us/pdf/Constitutionality.pdf</a>		No stated time frame, but implication is immediately after petition or motion is filed.	Government Code, § 402.010 Amended in 83 <sup>rd</sup> Legislature by SB 392 and HB 1435 – effective 9-1-13	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 <u>notice</u> 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	<b>Protective Order</b>		See Notes		No stated time frame, but implication is immediately after issuance of the order.	Family Code § 85.042 (a), (a-1) Note: Two bills from the 83 <sup>rd</sup> Legislature amended Section 85.042 (SB 355 and HB 1435 – both effective 9-1-13)	Clerk shall send a copy of the order, along with the information provided by the applicant or the applicant’s attorney that is required under Section 411.042(b) (6), Government Code, to the chief of police of the municipality in which the person protected by the order resides, if the person reside in a municipality; to the appropriate constable and the sheriff of the county in which the person resides, if the person does not reside in a municipality; and to the Title IV-D agency, if the application for the protective order indicates that the applicant is receiving services from the Title IV-D agency. If the respondent is a member of the state military forces or is serving in the U.S. armed forces in an active-duty status and the applicant or the applicant’s attorney provides to the clerk the mailing address of the staff judge advocate or provost marshal, as applicable, then the clerk shall also send a copy of the order and required information to the staff judge advocate at Joint Force Headquarters or the provost marshal of the military installation to which the respondent is assigned with the intent that the commanding officer will be notified.
45	Protective Order based on criminal defendant’s commission of offense because of <b>bias or prejudice</b>		Regulatory Licensing Service MSC 0245 Texas Department of Public Safety PO Box 4087 Austin TX 78773-0245	<a href="mailto:chl@txdps.state.tx.us">chl@txdps.state.tx.us</a>  (512) 424-7293 (512) 424-7294 Helpline: (800) 224-5744		Code of Criminal Procedure, art. 6.08	Clerk is to send a copy of the order to the DPS “with a designation indicating that the order was issued to prevent offenses committed because of bias or prejudice.”
46	<b>Protective Order</b> issued by court other than court where SAPCR and/or marriage dissolution suit is pending		Clerk of Court where SAPCR and/or marriage dissolution suit is pending		No stated time frame, but implication is immediately after the issuance of the order	Family Code § 85.062	Clerk is to send a copy of the protective order to the court in which the suit is pending.
47	Protective Order prohibiting respondent from going near a child-care facility or a <b>school</b>		Child-care facility and/or school		No stated time frame but implication is immediately after the issuance of the order	Family Code § 85.042	If the protective order prohibits the respondent from going near a child-care facility or a school, clerk is to send a copy of the protective order to the child-care facility or school.  Note: Two bills from the 83 <sup>rd</sup> Legislature amended Section 85.042 (SB 355 and HB 1435 – both effective 9-1-13)

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48	Protective Order suspending a license to carry a <b>concealed handgun</b>		Regulatory Licensing Service MSC 0245 Texas Department of Public Safety PO Box 4087 Austin TX 78773-0245	<a href="mailto:chl@txdps.state.tx.us">chl@txdps.state.tx.us</a>  (512) 424-7293 or (512) 424-7294 Helpline: (800) 224-5744	No stated time frame; but implication is immediately after the issuance of the order	Family Code § 85.042	Clerk is to send a copy of the order to the DPS. Note: Two bills from the 83 <sup>rd</sup> Legislature amended Section 85.042 (SB 355 and HB 1435 – both effective 9-1-13)
49	<b>SAPCR</b> –Court Order	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/sapcr/default.shtm">www.dshs.state.tx.us/vs/sapcr/default.shtm</a>  <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a> (888) 963-7111 ext. 2549	No stated time frame	Family Code § 108.001(a), (d)	This reporting requirement applies to any orders in SAPCR’s that are not covered by a more specific reporting requirement. Clerk is to provide a certified record of any SAPCR order on a VS-165 form.
50	<b>SAPCR</b> –loss of court’s jurisdiction	Information on Suit Affecting the Family Relationship (Excluding Adoptions)	Texas Department of State Health Services – Vital Statistics Unit P.O. Box 12040 Austin, TX 78711-2040	VS-165 <a href="http://www.dshs.state.tx.us/vs/apcr/default.shtm">http://www.dshs.state.tx.us/vs/apcr/default.shtm</a>  <a href="mailto:registrar@dshs.state.tx.us">registrar@dshs.state.tx.us</a> (888) 963-7111 ext. 2549	Upon the loss of continuing, exclusive jurisdiction	Family Code § 108.004	The report is to be made if the court has lost continuing, exclusive jurisdiction of the case for any reason. The reason for the loss of jurisdiction is to be noted on the form. Clerk must transmit a certified record on the VS-165, stating that jurisdiction has been lost, the reason for the loss, the name and all previous names of child, and date and place of birth of the child.
51	<b>Suspension of license</b> for failure to pay child support or vacation or stay of suspension		Appropriate State licensing agency – all licensing agencies are subject to this requirement unless otherwise exempted		No stated time frame, but implication is immediately after the issuance of the order. If order is one of vacation or stay then “promptly.”	Family Code §§ 232.002; 232.008; 232.013	Clerk is to forward a copy of the final order suspending a license to the appropriate licensing authority (e.g., Texas Board of Barber Examiners, Texas State Board of Pharmacy). The clerk is to collect a fee of \$5 from the child support obligor for each order mailed. Note: HB 1846 from the 83 <sup>rd</sup> Legislature amended Section 232.008 by placing a condition on the power of the court to stay an order.
52	<b>Unclaimed Cash Bail Bonds</b>		Texas Comptroller of Public Accounts Unclaimed Property Division P.O. Box 12019 Austin, Texas 78711-2019	Elaine Walker, (512) 463-2059	On or before November 1st following the Clerk’s annual June 30 <sup>th</sup> review.  NOTE: Beginning 01/01/13, the report must be made on or before July 1 <sup>st</sup> following the Clerk’s annual March 1 <sup>st</sup> review.	Property Code §§ 72.101, 74.101  Melton v. State, 993 S.W.2d 95 (1999).  (HB 257 – 82 <sup>nd</sup> Legislature)	Clerk must review all cash bail bonds held by clerk each June 30. 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. The clerk must report all cash bail bonds that are considered to be dormant to the Comptroller.  NOTE: Beginning 01/01/13, the clerk must review all cash bail bonds held by clerk each March 1 <sup>st</sup> .
53	<b>Unclaimed Funds</b> other than cash bail bonds		Texas State Comptroller Unclaimed Property Division Holder Reporting Section P.O. Box 12019 Austin, TX 78711-2019	Form 53-119 (800) 321-2274, ext. 6-6246 or in Austin, call (512) 936-6246	The report and the delivery must be made on or before November 1st following the Clerk’s annual June 30 <sup>th</sup> review.  NOTE: Beginning 01/01/13, the report and the delivery must be made on or before July 1 <sup>st</sup> following the Clerk’s annual March 1 <sup>st</sup> review.	Property Code §§ 72.101, 74.101, 74.301  Local Government Code 117.002  (HB 257 – 82 <sup>nd</sup> Legislature)	Any funds deposited in the registry of the court, except cash bail bonds, that are presumed abandoned under Chapter 72, 73, or 75, Property Code, shall be <u>reported and delivered</u> to the comptroller without further action by any court. Property is presumed to be abandoned if, the property has remained unclaimed for 3 years and the owner has not communicated during the abandonment period and the location of the owner is unknown. The relevant time for determining if property has remained unclaimed for 3 years is June 30.  NOTE: Beginning 01/01/13, the clerk must review property in the registry of the court on March 1 to find property that is presumed to have been abandoned.

No.	Item Reported	Report Name	Report Recipient & Address	Form No. & Contact Info	Time Reported	Legal Citation	Notes
54	<b>Vexatious Litigant</b> prohibited from filing new litigation (Pre-Filing Order)		Office of Court Administration P.O. Box 12066 Austin, TX 78711 Attention: Judicial Information	(512) 463-1625	Not later than 30 days after the date the pre-filing order is signed. (HB 79, Article 9 – First Called Session)	Civil Practice & Remedies Code § 11.104	Clerk is to provide a copy of any pre-filing order issued under Section 11.101 of the Civil Practice & Remedies Code. These pre-filing orders prohibit individuals found to be vexatious litigants from filing, in propria persona, new litigation. Note: Chapter 11 of the Civil Practice & Remedies Code was significantly amended in SB 1630 from the 83 <sup>rd</sup> Legislature. Clerks should carefully review the changes.