

Where, Who, & When:  
Justice Court  
**Reporting**

Cynthia Hale

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# This Class

We don't have enough time to detail every single report, so we are going to try to have fun reminding each other about which reports are required and where to find the resources to help!

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# About me

*Cynthia Hale*

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# The Group

Who is in this class?

- Chief clerks
- Criminal clerks
- Civil clerks
- Who else??

Who else??

*Clerks*

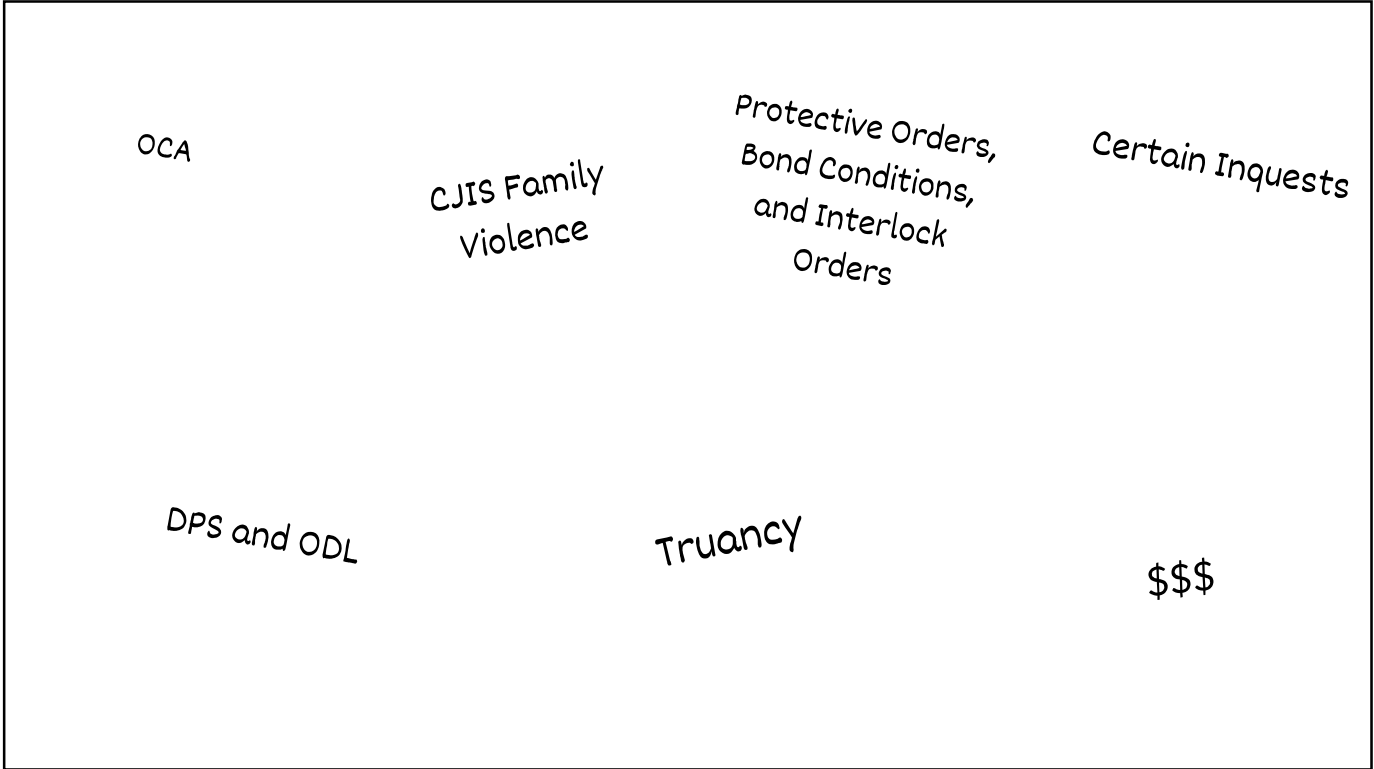
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# Brainstorm Session

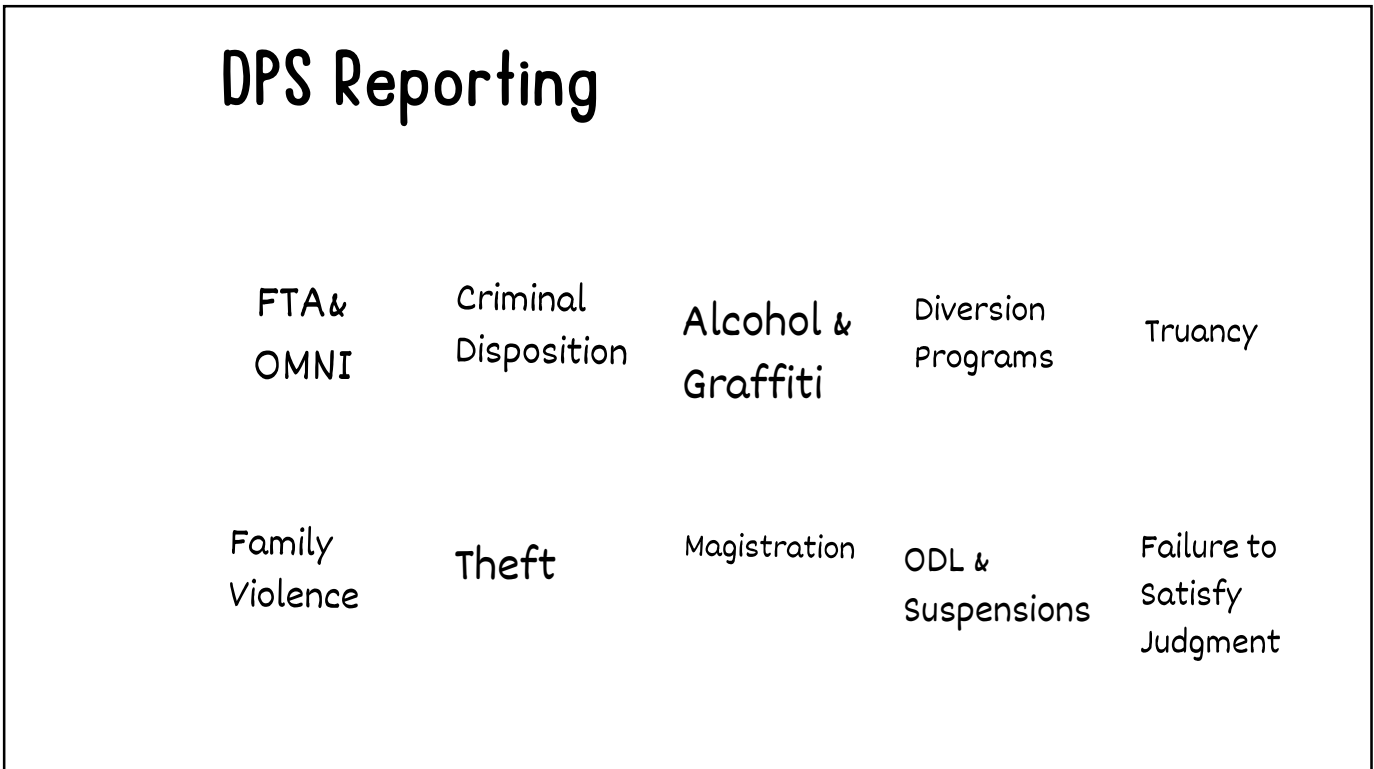
Can you list all of the reporting that you do??

Work at your tables to come up with a list!

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# Can You Find It??

Which table can tell us where to find more information on DPS Reporting on the TJCTC website??

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# Family Violence

Disposition of family violence cases must be reported to CJIS.

See the Family Violence & Other Criminal History Reporting for Justice Courts self-paced module.

<https://www.tjctc.org/onlinelearning/selfpacedmodules.html>

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## Theft Convictions

The court must maintain a list of the names and addresses of anyone convicted of misdemeanor theft. This list should be provided to the district clerk, who shall remove all persons on that list from the jury wheel and will also report the disqualifications to the Secretary of State.

*Government Code §§ 62.115(a),(c),(d).*

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## Magistration

### EPOs

- Send a copy to the chief of police or sheriff where the protected people live
- notify any victim who is not present - CLERK DUTY
- Anyone know how long you have??
  - not later than next business day
- Registry (more later)
- Any firearm suspension orders to DPS

### Bond Conditions

- Violent Offenses & Stalking - must notify the sheriff of bond conditions
- Must use the DPS form!
- Also, must send these conditions to any named person who the condition is intended to protect and any victim of the offense.

### Interlock Orders

- When a judge orders an ignition interlock device, a notice must be sent to DPS, so DPS can update the restrictions on their license.
- The person's license will expire within 30 days of the notice, and then they will have to pay \$10 to get an updated license with the restriction.

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## DPS Reporting Logistics

- *Handouts*
- OMNI - automatic through software
- Traffic - DPS's SFTP website
- All other reports must be made as directed by DPS. In some cases, the court is only required to send a certified copy of an order. In other cases, a particular form may be required. Most reporting can be done electronically and automatically from a court's computer system.

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## Can You Find It??

What if you mess up, need to make a correction, or your report gets rejected?

Can you find out how to fix it on the TJCTC website??

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# OCA Reporting

## What?

- Monthly Judicial Council Trial Court Activity Reports,
- Monthly Appointments and Fees Reports, Court Security Incident Reports, and
- Court Closures and Re-openings Reports

## Where?

OCA Reports are made through a website portal:

<https://card.txcourts.gov/>

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# More OCA Reporting

## EPOs

In addition to reporting EPO information to DPS, the clerk must also enter the information into the Protective Order Registry.

The protective order registry may be accessed at <https://www.txcourts.gov/judicial-data/protective-order-registry/>.

## Local Rules

Local procedural rules, forms, and standing orders may be adopted by courts, counties, or an administrative judicial region.

However, to be effective, these rules must be posted to the OCA Local Rules Page, found at <https://courtal.txcourts.gov/>.

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# Can You Find It??

Where can we find information on reporting specifically on inquests??

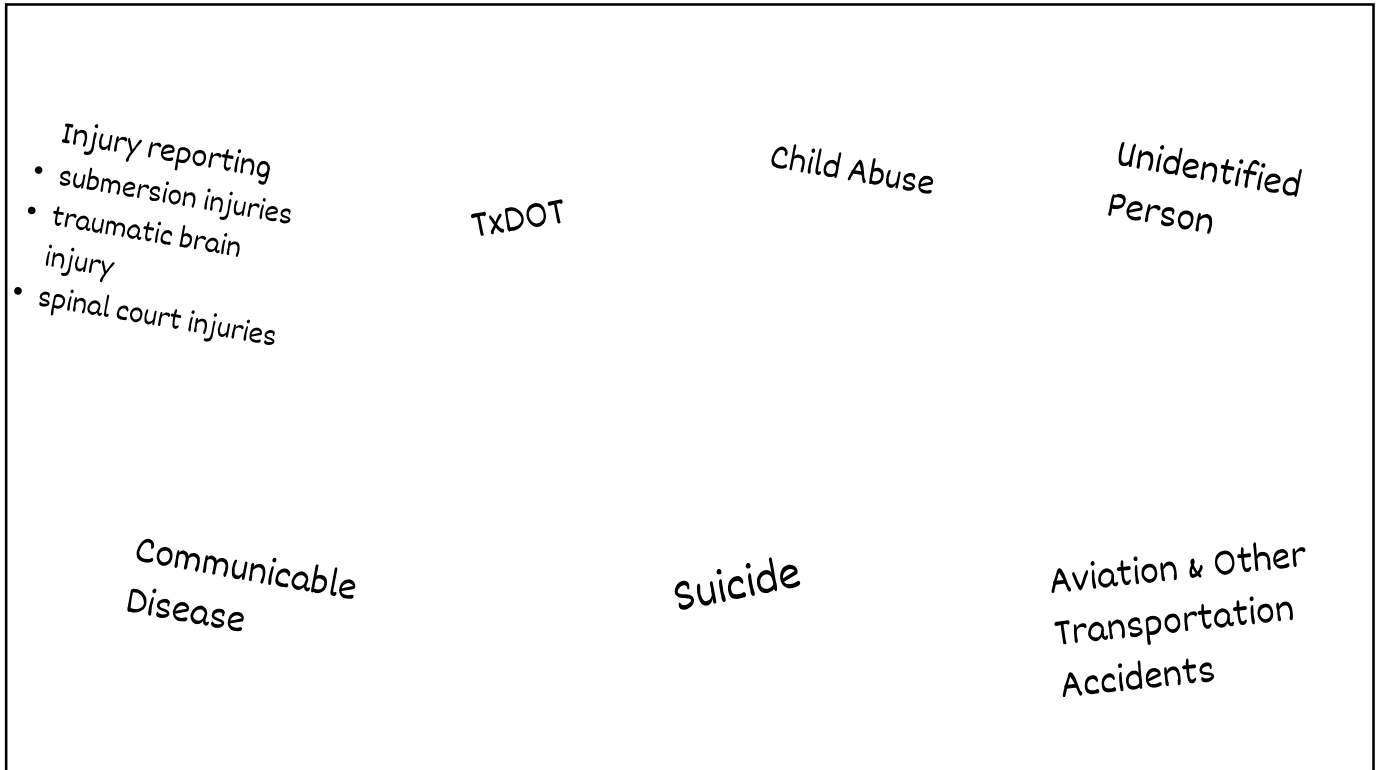
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# Inquest Reporting

Chapter 8 of the Inquest Deskbook discusses reporting.

Do you know the different types of reports?

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## Consular Notification

- Often this duty is fulfilled by law enforcement, but it is important that the JP make sure it happens if not.
- There is a handbook on the US Dept. of State website for more information:

<https://travel.state.gov/content/travel/en/consularnotification.html>

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# Other Reporting

## 1 Texas Alcoholic Beverage Commission (TABC)

- Upon request, a court must provide notice of an offense of Ch. 106 of the Alcoholic Beverage Code to TABC.
- TABC will provide the form

## 2 JP Financial Activity

This one is your boss's job!!

A JP in a county with a population greater than 125,000 has to file a financial statement.

Details can be found in Ch. 3 of the Recordkeeping and Reporting Deskbook.

## 3 ???

Did we miss any reports that you do??

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# Conclusion

Reporting might not be the most exciting part of your job, but it is really important.

How do you keep track of it all in your office??

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**Thanks!**