

Deskbook Scavenger Hunt: Clerk Reporting Duties

Answer Key – Deskbook Research Questions

1. What does the court do if a conviction that requires reporting to DPS has been appealed?

Recordkeeping and Reporting Deskbook Ch. 3, Section (A)(2)(h) – p. 45.

2. What is the URL that contains forms, instructions, and other resources for justice courts regarding the Judicial Council Trial Court Activity Reports that are submitted to OCA?

<https://www.txcourts.gov/reporting-to-oca/judicial-council-trial-court-activity-reports/justice-municipal-court-reports/>

Find it by going to p. 54 of the Recordkeeping and Reporting Deskbook and clicking on this link to the OCA reporting webpage: <http://www.txcourts.gov/reporting-to-oca.aspx>. Once there, click on “Judicial Council Trial Court Activity Reports” under the “Judicial Information Program” section. Then, click on “Justice Courts & Municipal Courts.”

3. What report must be submitted to TxDOT related to inquests?

Inquests Deskbook Ch. 8, Section B – p. 50-51.

4. Where do you send the certified copies of ODL petitions/orders? What if you are sending the defendant’s payment with them?

Enforcement and Compliance Service division of DPS. Texas DPS Central Cash Receiving division of DPS if sending defendant’s payment with them. See the second column on the second page of the *Helpful Contact Information* handout.

5. If a driver’s license is suspended in a truancy remedial order, where do you send the report of that order?

Enforcement and Compliance Service division of DPS. See the first column on the second page of the *Helpful Contact Information* handout.

6. What’s that new reporting requirement about bond conditions that went into effect in January 2022?

Recordkeeping and Reporting Deskbook Ch. 3, Section (A)(4)(b) – p. 49-50.

7. What are some things you should check for to avoid having DPS reports rejected?

Recordkeeping and Reporting Deskbook Ch. 3, Section (A)(8)(c) – p. 54.

8. The court convicts a defendant of speeding and suspects that the defendant is an undocumented immigrant. Should the court report the defendant to ICE?

Recordkeeping and Reporting Deskbook Ch. 3, Section (E)(2) – p. 55-56.

9. What is the deadline to enter an emergency protective order into the Protective Order Registry? When can a clerk delay?

Recordkeeping and Reporting Deskbook Ch. 3, Section (A)(4)(a) – p. 49.

10. What is the name of the CJIS Field Auditor you should contact if you need assistance reporting a family violence case on the CJIS website?

See map or link to list in the first part of the “Resources” chapter of the *Family Violence and Other Criminal History Reporting for Justice Courts* self-paced module.

A link to this module is in Recordkeeping and Reporting Deskbook Ch. 3, Section (A)(2)(f) – p. 42-43. The module can also be found by going directly to TJCTC’s Self-Paced Modules webpage: <https://www.tjctc.org/onlinelearning/selfpacedmodules.html>.