



## **Who Can Provide Information Regarding Your Case**

**Local Police Department**-Maintain records for arrests made within the city limits and their records department may be able to assist with your open records request.

**County Sheriff's Office** -Maintain records within the county-wide jurisdiction and their records department may be able to assist with your open records request.

**County District Attorney's Office** -Represents the state in any stage of a criminal case before a state court of appeals if they consider it necessary for the interest of the state (Primarily on felony offenses).

**County Attorney's Office** -Prosecutes misdemeanor crimes and obtains protective orders.

**County District Clerk's Office** -Is the custodian of all court documents that are a part of any case and is responsible for the security of the records. Additionally, the District Clerk is responsible for docketing, indexing and recording, collecting fees, fines and court costs and managing all funds held in litigation; and performs such other duties as are imposed by statute or rule (primarily felony offenses).

**County Clerk's Office** - Files new cases, collects fees associated with cases and attends court. The clerk issues citations, writs, abstracts, judgments and impanels juries as required. The clerk also approves bonds, administers oaths, issues subpoenas, and attends all court proceedings (primarily for misdemeanor offenses).

**Community Supervision & Corrections Division (CSCD)** -Provides support services to the courts by attending court proceedings and preparing paperwork for offenders placed under supervision, as well as preparing presentence reports, or social histories, on most felony offenders who go through the court system, and most legal documents for the modification and revocation of probationers.

**Texas Juvenile Justice Department (TJJD)**-Works in partnership with local juvenile boards and juvenile probation departments to support and enhance juvenile probation services throughout the state.

**Texas Department of Criminal Justice (TDCJ)**-Manages offenders in state prisons, state jails and private correctional facilities that contract with TDCJ. The agency also provides funding and certain oversight of community supervision (previously known as adult probation) and is responsible for the supervision of offenders released from prison on parole or mandatory supervision.

**Justice of the Peace** -Rules over minor criminal court cases in which the result is only punishable by fine such as traffic hearings (primarily Class C offenses).

**Municipal Court** -Relates to crimes relating to public safety and quality of life issues. Municipal Courts and justice courts in Texas have become the primary venue for acts of misconduct (primarily Class C offenses).

**We will only accept certified court documents for your original and final judgments.**

**We will not accept computer print outs / screen shots of the court information.**

**Any disposition information obtained from the Police Department, Sheriff's Office, District and/or County Attorney's office along with Justice of the Peace and Municipal Courts must be on their office letterhead specifically stating the years the records were searched along with the resolution to the arrest in question.**

Phone numbers and contact information for Texas Courts can be located at <http://www.courts.state.tx.us> or the Texas State Directory at [www.txdirectory.com](http://www.txdirectory.com), <http://www.tdcj.texas.gov>. You can also email [Error.Resolution@dps.texas.gov](mailto:Error.Resolution@dps.texas.gov).