


PREFACE

This is the Texas Municipal Courts Education Center's *2011 Forms Book*, Tenth Edition, with changes incorporated from the 82nd Legislature. Several forms have changed due to statutory amendments, and multiple new forms have been created to ensure that municipal courts have most, if not all, of the forms necessary to efficiently and effectively process cases and serve the ends of justice. Look for the  icon on each chapter's table of contents to indicate forms that have been added or drastically changed since the last edition. Some of the new forms include: a subpoena for a child witness, a cash bond posted by a third party on behalf of a defendant, a judgment in a sexting case against a 17-year-old defendant, addendums to allow a child defendant to discharge fines and costs by doing community service or attending tutoring in lieu of payment, forms for cruelly-treated animal hearings, and forms for juror, witness, and peace officer contempt. Many forms have also been updated to include legislative amendments, including new provisions for Failure to Attend School Cases and the recusal or disqualification of municipal judges. Updated forms for reporting to the Department of Public Safety, the Office of Court Administration, and the Comptroller of Public Accounts are also included.

Take a few moments to review each new form and determine whether it might be of benefit to your court. Note that the top of each form includes a heading containing our title for the form and any relevant statute to which it pertains. The chapter title and revision date are located at the bottom of each form along with a page number for reference within the book. Editor's notes are located on some forms in order to highlight important or unclear areas of law. Your court may delete all of this information for practical use. Remember that all papers issued out of the court (except for subpoenas) and all documents of the court that need authenticating should bear the municipal court's seal. Feel free to modify these forms to accommodate the needs of your court. You may access the forms in Microsoft Word format online at www.tmcec.com/Resources/Books/Forms_Book and save a copy directly to your court's computer.

We realize that many courts are using software to generate complaints. However, as diverse as the municipal courts of Texas are, there are several courts that rely on sample complaints from TMCEC and other courts. In an ongoing effort to conserve paper and encourage use of the TMCEC website, we have removed the sample complaints from newer editions of the *Forms Book*. Instead, we have created a Complaint Bank on the TMCEC website that includes all the model complaints included in previous editions of the *Forms Book*. We invite prosecutors and clerks to submit model complaints for varying state-law Class C misdemeanor offenses. Ideally, we can develop a databank with model language for each of the thousand-plus Class C misdemeanors in Texas law!

We are constantly revising the forms within this publication, and we greatly appreciate suggestions and examples from municipal courts across the state, to help make this book as useful and accurate as possible. This book will be revised again in 2013 to reflect any changes made by the 83rd Legislature and Texas courts.

Katie Tefft
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CAVEAT

This book is intended to serve as only a guide and to provide accurate and current information. However, it is published with the intention that TMCEC is not engaged in rendering legal or other professional advice. All users must be responsible for their own legal drafting. Legal drafting should be accompanied by legal advice and direction from the city attorney.

TMCEC and its employees do not warrant, either expressly or implicitly, that the forms and information in this volume have not been subject to change, amendment, reversal, or revision.

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ABBREVIATIONS USED IN THIS FORMS BOOK

A.B.C.	Alcoholic Beverage Code
Art.	Article
C.C.P.	Code of Criminal Procedure
E.C.	Education Code
F.C.	Family Code
G.C.	Government Code
H.S.C.	Health and Safety Code
JNA	Juvenile Now Adult
No.	Number
P.C.	Penal Code
Sec.	Section
T.C.	Transportation Code
TMCEC	Texas Municipal Courts Education Center
VACS	Vernon's Annotated Civil Statutes