

PREFACE

This is the Texas Municipal Courts Education Center's *2024 Forms Book*, Sixteenth Edition, with changes incorporated from the 88th 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 and the  icon to indicate forms that have changed since the last edition. The new form, Application for Expunction: Alcoholic Beverage Code Offenses – Arrest, reflects changes to Section 106.12 of the Alcoholic Beverage Code related to expunction. Updated forms include the Warrant of Arrest: Magistrate, Affidavit for Blood Search Warrant, and Affidavit for Blood Search Warrant Submitted by Telephone or Other Electronic Means. Magistrates' signed orders pertaining to criminal matters must include, in addition to a signature, the magistrate's name in legible handwriting, legible typewritten form, or legible stamp print. Art. 2.101, C.C.P. The blood warrant forms reflect the new offense of Boating While Intoxicated with Child Passenger (Section 49.061 of the Penal Code).

One major bill from the 88th Legislative Session was youth diversion. To align municipal and justice court practices with those used by juvenile probation and juvenile courts, the 88th Texas Legislature passed H.B. 3186 (the Texas Youth Diversion and Early Intervention Act), which increases opportunities for early identification of at-risk youth and for redirecting children accused of certain Class C misdemeanors. The changes in this bill apply to non-traffic offenses committed on or after January 1, 2025. For forms related to youth diversion, go to the TMCEC Youth Diversion webpage at tmcec.com/youth-diversion.

Take a few moments to review each new and updated 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 its statutory basis. Editor's notes are located on some forms to highlight important changes or resources for further guidance. Your court may delete all this information for practical use. Italicized language is intended to direct and assist in filling in the form and may also be deleted. 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.

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. Please note: H.B. 4504 recodifies Chapter 45 of the Code of Criminal Procedure as Chapter 45A and takes effect January 1, 2025. Therefore, TMCEC will publish a 2025 edition of the *Forms Book* to reflect the new article numbers created by the bill. Subsequently, this book will be revised as needed to reflect any changes made by the next legislative session and Texas courts. **Always check the online version of the Forms Book for the most current forms.**

CAVEAT

This book is intended to serve only as 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. To the contrary, these forms are as they appeared on the date of publication. Always check online for the most current forms at www.tmcec.com/resources/books/forms_book/.

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Note: Forms for youth diversion can be found at www.tmcec.com/youth-diversion. Forms for civil truancy cases can be found at www.tmcec.com/truancy.

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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