

EMAIL NOTIFICATIONS IN THE PSRS



TEXAS OFFICE OF COURT ADMINISTRATION
MELISSA ASTROWSKI, BAIL AND PRETRIAL PROGRAM MANAGER
JANUARY 2026

NOTIFICATION TYPES

District Attorney Notification - Government Code §72.038

- Applies when a **violent felony** (as outlined in Article 17.03, CCP) is magistrated and bail form certified;
- Magistrate, support staff, clerk must utilize the PSRS system to generate an email to be sent to the District Attorney of their county.

Example: Waldo is arrested and magistrated after being charged with Aggravated Robbery in Armstrong County. Armstrong County staff (generally, the person certifying the bail form) is **required** to generate notification to Armstrong County District Attorney within the **PSRS**.

New Offense Notification or Cross County Notifications - Code of Criminal Procedure Art. 17.027

- Applies when a person has a felony charge pending in one county and is arrested and magistrated for a new felony in a different county;
- Magistrate, support staff, clerk must utilize the PSRS system to generate an email to be sent to the county where the first felony is still pending.

Example: Waldo was released on bail in Armstrong County to await trial. He has now been arrested in Zapata County for a 3rd degree Possession of a Controlled Substance. Zapata County staff (generally, the person certifying the bail form) is **required** to generate notification to Armstrong County within the **PSRS**.

Key Takeaway: These are stand alone notifications with different designators, different audiences and one notification does not satisfy the other.



EMAIL NOTIFICATION FUNCTIONALITY

What the PSRS Does with Email Notifications:

- Flags cases requiring notification for 17.03 violent offenses;
- Generates standardized email content for both notifications;
- Generates an email, attaches the bail form and sends them designated recipients selected;
- Tracks where notification was sent and allows users to view who generated the email, where it was sent and date of notification.

Why the Notifications are Centralized in the PSRS system:

- Standardizes notification process reducing inconsistent practices;
- Standardizes content and timing, reducing missed notifications or manual workarounds;
- Creates a record of compliance.

Key Takeaways:

1. The PSRS assists in identifying when a notification is required, but it does not replace professional judgment or statutory responsibility.
2. Jurisdictions will have their own internal procedures to determine if the defendant violated any bail conditions, and if so where to revoke or modify the terms of the defendant's bond.



TIMING REQUIREMENT

New Offense – Cross County Notification Section 5 of SB 9 amending Article 17.027(a)(2), Code of Criminal Procedure:

“...electronic notice of the charge must be given to the individual designated to receive electronic notices for the county in which the previous offense was committed, **not later than the next business day after the date the defendant is taken before the magistrate**...for purposes of...determining whether any bail conditions were violated or taking any other applicable action”.

District Attorney Notification

The statutes do not establish a specific deadline for providing email notification to the district attorney for a violent felony offense. However, as a best practice, notifications should follow the timeline described above to ensure notice is provided **no later than the next business day after the defendant is taken before the magistrate**.

Key Takeaway: Because notification is required not later than the next business day, this may REDUCE the amount of time you have to certify these bail forms.



HOW TO SEND EMAIL NOTIFICATION

Users will not be able to send notifications until the bail form has been certified

After certifying the bail form, users will then select the “mail envelope” on the right side of the screen. A pop up will then allow users to select location, notification type, to then send the notification. Notifications are made one at a time, but the envelope may be selected multiple times as needed for multiple notifications

The screenshot displays a web interface for a 'BAIL FORM'. At the top, there are tabs for 'PUBLIC SAFETY REPORT' and 'BAIL FORM'. Below the tabs, there are fields for 'Magistration Location' (Texas > 349th District Court > Anderson) and 'Magistration Date/Time' (01/03/2026 10:00). The main section is titled 'Bail Form' and contains fields for 'Defendant Name' (Test, Test) and 'Date of Birth' (05/19/1990). Below this is a 'Bail' section with a table:

Date	Cause/Case #	Bail Amount	Mandatory Release under 17.151	Comments
01/01/2026	Not Available	\$20,000.00	No	

At the bottom of the 'Bail Form' section, there is a 'Conditions' field. On the right side of the interface, there is a toolbar with icons for 'Email' (envelope), 'Print', and 'Edit'. The 'Email' icon is highlighted with a red box. A pop-up window titled 'Email Notifications' is open, showing a form with the following fields:

- Header: Email Notifications (with a close button 'X')
- Text: Select the appropriate county
- Field: County * (Texas > Anderson)
- Field: Notification Type * (District Attorney Notification)
- Buttons: CANCEL, SEND

Key Takeaway: Bail form must be certified before the notification option is available.



VIEWING NOTIFICATION HISTORY

The history of notifications sent will be visible under the new notifications section listed on the arrest screen. This read-only screen displays date, time, sender's name, receiving county, notification type, and list of the recipient email addresses.

Test, Test Date of Birth: 05/19/1990	Date/Time ↑	Sent By	Location	Notification Type	Sent To
Arrest 01/01/2026 13:00 Arrest Details Magistration	01/06/2026 14:43	Melissa Astrowski	Texas > Anderson	District Attorney Notification	clarence.buff@txcourts.gov, Emarin@catalisgov.com, jbutler@automon.com, Mark.Serrano@catalisgov.com, melissa.astrowski@txcourts.gov

Notifications



HOW WILL I KNOW IF IT'S A VIOLENT FELONY UNDER ARTICLE 17.03?

After entering in a 17.03 offense arrest for a defendant, users will see a “yes” in the “Violent Offense Under Article 17.03” column- this requires users to notify the district attorney. Once the bail form has been completed, a yellow icon will appear on the offense that is marked as “yes” for violent felony under Article 17.03. There is also an informational icon with instructions for the user.


Arrest Date	Arrest Time	County of Arrest
01/01/2026	13:00	Anderson

Offense Screen

Date	Count(s)	Cause/Case #	Offense	Level/Degree	Qualifier	Violent Offense Under Article 17.03	Probable Cause Found
01/01/2026	Not Available	Not Available	29.03 AGG ROBBERY	Felony 1	None	Yes	Unknown

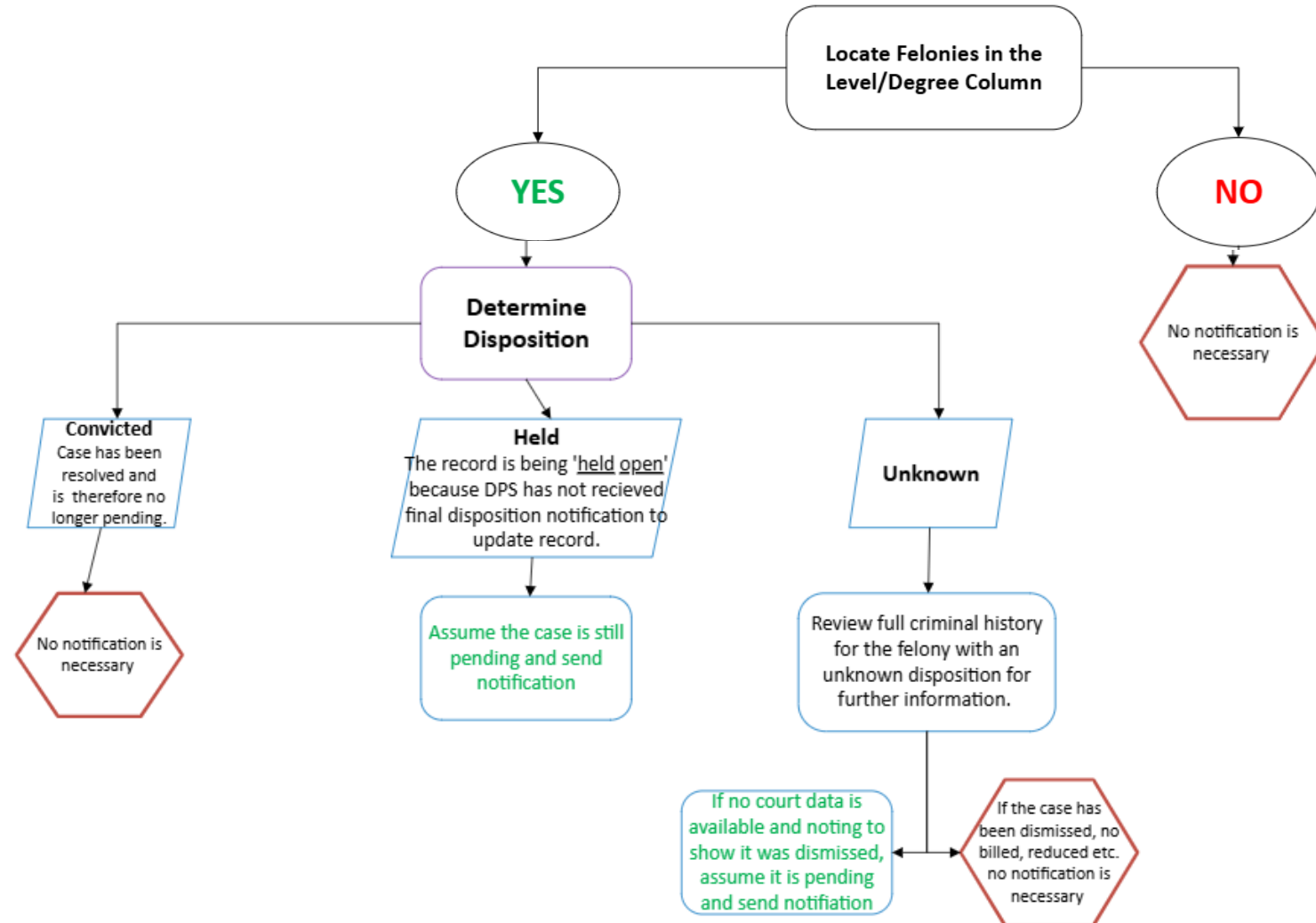
Bail Form Screen

If one or more offenses is a violent offense under article 17.03, an email must be sent to the district attorney.

Date	Cause/Case #	Offense Level/Degree	Qualifier	Violent Offense Under Article 17.03
01/01/2026	Not Available	29.03 AGG ROBBERY Felony 1	None	Yes 



HOW WILL I KNOW WHEN TO SEND A CROSS-COUNTY NOTIFICATION?



REVIEWING CRIMINAL HISTORY SUMMARY IN PSR

Previous Offenses

[View Full History, FTAs, Bond Conditions and PTI Conditions](#)

Arrest Date	Citation	Offense	Level/Degree	Violent	Disposition	Sentence
07/01/2025	X X	DESC PROBATION TRANSFER FROM PENNSYLVANIA	FELONY - 2ND DEGREE	No	Unknown	Not Applicable
10/10/2025	PC 32.51(c)(1)	Unknown	FELONY - STATE JAIL FELONY	No	Unknown	Not Applicable
10/10/2025	PC 38.02(d)(2)	Unknown	MISDEMEANOR - CLASS A	No	Unknown	Not Applicable
01/05/2026	PC 21.16(g)	DESC PUBLISH/THREAT TO PUBLISH INTIMATE VISUAL MATR	FELONY - STATE JAIL FELONY	No	HELD	Not Applicable

Please ensure the most recent felony in the summary is NOT the current offense!



Criminal History ⊖

Previous Offenses

[View Full History, FTAs, Bond Conditions and PTI Conditions](#)

Arrest Date	Citation	Offense	Level/Degree	Violent	Disposition	Sentence
07/14/2020	PC 32.21(e-1)(2)	FORGERY FINANCIAL INSTRUMENT >=\$100<\$750 IAT	MISDEMEANOR - CLASS B	No	CONVICTED	Confinement 120D Probation 16M0D i
08/11/2020	PC 32.47(e)(3)	FRAUD/DESTROY/REM/CONC PRICE TAG =\$750<\$2500	MISDEMEANOR - CLASS A	No	CONVICTED	Confinement 1D
09/23/2020	PC 22.01(a)(1)	ASSAULT CAUSES BODILY INJ	MISDEMEANOR - CLASS A	No	CONVICTED	Confinement 120D Probation 16M0D i
10/02/2020	PC 32.21(d)	FORGERY FINANCIAL INSTRUMENT	FELONY - STATE JAIL FELONY	No	CONVICTED	Confinement 180D Probation 2Y0M0D i
10/02/2020	PC 32.21(d)	FORGERY FINANCIAL INSTRUMENT	FELONY - STATE JAIL FELONY	No	CONVICTED	Confinement 180D Probation 2Y0M0D i

Previous Offenses

[View Full History, FTAs, Bond Conditions and PTI Conditions](#)

Arrest Date	Citation	Offense	Level/Degree	Violent	Disposition	Sentence
05/15/2025	PC 38.04(b)	DESC EVADING ARREST DETENTION	MISDEMEANOR - CLASS A	No	PROSECUTOR ACCEPTS THE CHARGE	Not Applicable
07/30/2025	X CLASS C	DESC LIQUOR VIOLATION CLASS C	MISDEMEANOR - CLASS C CDisposition	No	HELD	Not Applicable
07/30/2025	PC 36.06(c)	OBSTRUCTION OR RETALIATION	FELONY - 3RD DEGREE	No	CONVICTED - LESSER CHARGE	Confinement 90D
10/30/2025	X CLASS C	DESC ALCOHOL PUBLIC INTOXICATION	MISDEMEANOR - CLASS C CDisposition	No	HELD	Not Applicable



ADDITIONAL INFORMATION TO CONSIDER

[View Full History, FTAs, Bond Conditions and PTI Conditions](#)

When you click on this hyperlink you are redirected to additional information that may be helpful to determine other pending cases and/or information that will assist in making a bail decision.

INDEX

Texas

Bond Conditions

PTI Conditions

Texas

Full TX criminal history (*if there are other state history, it will NOT populated in the PSR summary and should be reviewed here*).

Bond Conditions

All bond conditions will be available here.

PTI Conditions

Pretrial Intervention Conditions – status and conditions will be listed here.



PSR ONLINE VS. PSR PRINTED

Did you know?

 [View Full History, FTAs, Bond Conditions and PTI Conditions](#)

Best practice is to review the PSR electronically in the PSRS. The printed PSR does not display bond conditions, full criminal history, out-of-state history, or PTI conditions.

In April FTA, warrant information and, EPO information will be available and will most likely be in the same menu with CH, Bond Conditions etc.



HOW DO I DETERMINE WHICH COUNTY TO NOTIFY?

Texas criminal history records are arrest-based and agency-based, not county-based.

There is no standalone “County of Arrest” field within the criminal history or reporting of arrests.

You will need to review the criminal history and determine the county to notify.

Pro Tips:

1. If the arresting agency was a sheriff’s office, the arrest occurred **in that county**.

OR

2. If the arrest was made by a police department, the arrest occurred within that city that is located in a specific county.

AND

3. If you are unsure what county a city is in, Google can assist you!



THANK YOU

Bail and Pretrial Program
Manager

Melissa Astrowski

Melissa.Astrowski@txcourts.gov

Pretrial Program Specialist

Dr. Clarence Buff

Clarence.Buff@txcourts.gov

Bail Inbox

Where to send questions/issues

Bail@txcourts.gov

