

Information and FAQ

Mandatory Email Notifications

PSRS

Texas law requires mandatory electronic notifications in specific circumstances involving violent offenses or when a person is released on bail for a felony and is charged with a new felony in a different county. These notification requirements are intended to ensure timely communication between courts, prosecutors, and other designated parties. While the obligation to provide these notifications was originally established by Senate Bill 6 (87th Legislature) in [Article 17.027 \(2\)](#), Senate Bill 9 further clarified and standardized the process by defining when notifications are triggered, establishing specific timeframes, and creating a formal designee structure to support consistent statewide compliance.

Two Notification Types (both effective 1/1/2026):

[Article 17.027, Code of Criminal Procedure](#), requires electronic notice when a defendant is taken before a magistrate for a new felony offense while released on bail for a felony offense pending in another county. The statute assigns responsibility for receiving and distributing the notification to a designee identified by the local administrative district judge in the county where the prior felony case is pending. For example, if a defendant is released on bail in Sunny County for a felony offense and is arrested in Cloudy County for a new felony offense, Cloudy County generates the electronic notification in PSRS to the designated recipient in Sunny County using the “New Offense or Cross-County Notification” option. The Sunny County designee then, based on local procedure, provides notice to the district attorney, district clerk, the court in which the case is pending, and the defense attorney, if known.

[Section 72.038, Government Code](#), Section 72.038, Government Code, requires electronic notification to the locally elected district attorney when a defendant is charged with a violent offense listed under [Article 17.03](#), Code of Criminal Procedure within the county the district attorney serves. This is an internal county notification. For example, if the offense occurs in Sunny County, notification to the Sunny County district attorney is required after the bail form is certified. This notification is generated and sent through the PSRS.

While the Public Safety Report System (PSRS) assists users by identifying cases that may require notification and by generating standardized email content, the responsibility to ensure notifications are made in accordance with these statutes remains with the individuals designated by law.

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Responsibility – Who Sends Notifications

Q.	Who is legally responsible for sending the notification?
	<p>A. There are two steps to notifications. First, after the bail form is certified, notification is sent through the PSRS to the designee identified by the District Attorney under Government Code §72.038 or by the Local Administrative District Judge under Article 17.027, Code of Criminal Procedure. Each jurisdiction must determine which staff are responsible for generating the notification in the PSRS and ensuring it is sent timely.</p> <p>The second obligation belongs to the designee. Upon receipt of the electronic notification, the designee is responsible, according to local procedure and statutory direction, for distributing the notice to the appropriate parties. For Article 17.027 notifications, this includes the district attorney, district clerk, the court in which the case is pending, and the defense attorney when known. For Government Code §72.038 notifications, this includes ensuring the district attorney is properly informed of the qualifying violent offense.</p>
Q.	Does current statute identify who is responsible for entering PSRS information?
	<p>A. No. Senate Bill 6 (87th Legislature) does not assign legal responsibility for PSRS data entry to any specific role or position. It leaves data entry and workflow assignments to local jurisdiction procedures. Jurisdictions have ability to establish procedure that satisfy statute while considering resources available in their jurisdiction.</p>
Q.	Does the person certifying the bail form also have to send the notification?
	<p>A. No. The statutes do not require that the person who certifies the bail form also send the notification. Jurisdictions may assign these functions to different staff based on local workflow, provided the required notification is sent timely through the PSRS. Understand that notification cannot be made until after the bail form is certified.</p>
Q.	Who is supposed to enter bail information and send notifications within the county?
	<p>A. The statutes do not assign these duties to a specific position. Each jurisdiction determines who enters bail information and that may or may not be the same person sending PSRS notifications. Jurisdictions can assign duties and workflows that work best for them while ensuring statutory notification requirements are met.</p>
Q.	Who sends the notice to the other county?
	<p>A. The PSRS notification is generated by an authorized PSRS user in the arresting county. Each jurisdiction is responsible for defining its local workflow and identifying who is responsible for performing this duty to ensure timely compliance.</p>
Q.	Is there a difference between who sends the PSRS notification and the designee who receives it?
	<p>A. Yes. The <u>person sending the PSRS notification</u> is a PSRS user that begins the notification process, based on local workflow. The <u>designee</u> is the statutorily identified person who receives the notification and is responsible for ensuring it is distributed and acted upon in accordance with statute and local procedure.</p>

Designee Role

Q.	What is the designee supposed to do after receiving a cross-county notification?
	<p>A. The Local Administrative District Judge selected the designee for their region to receive these notifications. After receiving the PSRS generated email notification, the designee should follow local procedure to promptly notify the district attorney, district clerk, the court in which the case is pending, and the defense attorney when known. This requirement is in accordance with 17.027, CCP.</p>
Q.	What is the designee for the DA to do after receiving a cross-county notification or new 17.03 offense?
	<p>A. The DA designee may receive 17.03 violent offense notifications after a defendant has been brought before the magistrate within their own jurisdiction. Additionally, they may also receive forwarded cross-county notifications when a defendant on felony bond is arrested for a new felony in another county. Government Code §72.038 requires these notifications so prosecutors may evaluate bail, bond conditions, and any appropriate legal action. The designee is responsible for timely distribution, documentation, and ensuring the notice is not overlooked.</p>
Q.	What do I do if I receive a notification in error?
	<p>A. Follow the instructions in the email notification disclaimer. Depending on the notification the instructions may be to contact the appropriate stakeholders in your jurisdiction to address the issue, or to email Bail@txcourts.gov</p>
Q.	If I receive a cross-county notice for someone with no local case, why did I receive it?
	<p>A. Cross-county notifications are sent based on information in the criminal history. The notification alerts your jurisdiction that the defendant may have a pending felony case in your county. It is possible the case has already been resolved but not yet updated in TCIC, or that the arrest occurred in a city spanning multiple counties and the notification was sent to each county out of an abundance of caution.</p>
Q.	Do I have to have access to the PSRS to be a designee or make notifications?
	<p>A. If you are the person sending the notification after the bail form is certified, you must have PSRS access. If you are the designee receiving the notification, PSRS access is not required to fulfill your statutory duty of further notification. Each jurisdiction must determine its local procedure for notifying the district attorney, district clerk, court of record, and defense attorney when known. OCA only maintains the official list of LADJ and DA designees.</p>
Q.	What if the designated person is unavailable?
	<p>A. Best practice is to use a shared email group or distribution mailbox so that when a designee is unavailable, on leave, or separates from the department, there is no interruption in notifications being sent or received. The statutes do not pause notification requirements due to staff absences or turnover. Jurisdictions should establish continuity procedures to ensure notifications are still generated and processed timely.</p>
Q.	Can multiple people be listed as a designee?
	<p>A. Yes. The statutes require that a designated person be identified, but they do not prohibit a jurisdiction from identifying more than one individual. The PSRS can send one notification email to multiple designees or a shared mailbox. Jurisdictions should clearly document who holds primary responsibility for compliance.</p>

Q.	How do we know who the designee's are for the district attorney, district clerk, district court where the case is pending and defense attorney when known?
	A. The Local Administrative District Judge designates the person responsible for receiving cross-county notifications under Article 17.027. That designee, using local procedure, determines and maintains the appropriate contacts for the district attorney, district clerk, court of record, and defense counsel when known. OCA only maintains the LADJ and DA designee lists; all other distribution contacts are managed locally.
Q.	Who maintains the designee list?
	The designee list is maintained by the Office of Court Administration based on information provided by District Attorneys under Government Code §72.038 and by Local Administrative District Judges under Article 17.027, Code of Criminal Procedure. Jurisdictions are responsible for ensuring their designee information remains current and accurate. Updates and changes will be added to the system to keep it up to date. Designee changes should be sent to Bail@txcourts.gov .

Statutory Applicability – When Notifications Are Required

Q.	Does the requirement to send notification not later than the next business day effect the obligation to certify the bail form within 48 hours?
	A. Yes. Because the bail form must be certified before a notification can be sent, and the statute requires notification no later than the next business day, this effectively shortens the practical time available to certify bail forms for qualifying offenses. Courts should plan workflows accordingly to avoid missing the notification deadline.
Q.	Is there a deadline to send the notifications?
	A. For Article 17.027, Code of Criminal Procedure, electronic notice must be sent no later than the next business day after the defendant appears before a magistrate. Government Code §72.038 does not specify a statutory deadline. Best practice is to follow the same next-business-day standard to ensure timely and consistent compliance.
Q.	How do I know when a case requires an email notification?
	A. A case requires an email notification when a defendant is taken before a magistrate for a qualifying offense that triggers a statutory notification requirement under Texas law. <ul style="list-style-type: none"> ➤ District Attorney Notification – Government Code §72.038 An email notification is required when a defendant is charged with a violent offense listed in Article 17.03, Code of Criminal Procedure, and is taken before a magistrate. The notification must be sent to the district attorney designated under Government Code §72.038. <i>The receiving designee should follow any internal policies or procedures set in place.</i> ➤ Cross-County Court Notification – Article 17.027, Code of Criminal Procedure An email notification is required when a defendant is taken before a magistrate for a felony offense while released on bail for a separate felony offense pending in another county. The notification must be sent to the local administrative district judge's designee in the county where the prior felony case is pending. <i>The receiving designee will make the statutory notifications required.</i>
Q.	Which offenses qualify under 17.03 violent offenses?

	<p>A. A full list of these offenses can be found here - Article 17.03. PSRS uses these statutory sections to <i>flag</i> a case as involving violence for notification logic and bail decision guidance. Additional information regarding flags can be accessed here Email Notification Presentation.</p>
Q.	Is there a flag for cross-county notification, and if not, how will I know when notification is needed?
	<p>A. No. The PSRS does not automatically flag cases requiring cross-county notification. Users must determine the need for an Article 17.027 notification by reviewing the summarized or full criminal history to identify a pending felony case in another county. Additional information regarding flags can be accessed here Email Notification Presentation.</p>
Q.	What if the defendant has multiple charges — do I send one notification or multiple?
	<p>A. Notifications are based on whether statutory criteria are met, not simply on the number of charges. If a defendant has a pending felony in another county and is arrested for a 17.03 violent offense in a new county, both the cross-county notification and the district attorney notification must be sent. If the defendant has pending felonies in multiple counties, each county must be notified. This is accomplished by continuing to select the email icon in the PSRS and choosing the appropriate county and notification type until all required notifications have been sent.</p>
Q.	Are juvenile felony cases subject to notification?
	<p>A. No, juveniles are not entered into the PSRS at all, unless they have been certified as an adult on the case being magistrate. Juvenile matters follow separate statutory and procedural requirements.</p>
Q.	If the criminal history shows the felony received probation, do we still make cross-county notifications?
	<p>A. No, cross-county notification applies only when the defendant is currently released on bail for a pending felony in another county. This includes deferred probation.</p>
Q	If the defendant has an out-of-county 17.03 offense, do we still notify our DA?
	<p>A. No. District attorney notifications for 17.03 violent offenses are required only for the elected district attorney in the county where the defendant is taken before the magistrate for that offense. If the defendant also has a pending felony in another county, a cross-county notification must be sent to that county's designee, who will then notify the district attorney in their county of the new arrest, regardless of whether the new offense is a 17.03 offense.</p>
Q.	If I am not certain if notification needs to be sent, what should I do?
	<p>A. If you are not certain whether a notification is required, you should err on the side of sending the notification through the PSRS. The statutes are intended to ensure prosecutors and courts are informed. Failing to send a required notification may place the jurisdiction out of compliance and have public safety implications, while sending a notification in good faith does not harm the defendant.</p>

PSRS Access & Permissions

Q.	Do I still need TLETS certification to view criminal history in PSRS?
	<p>A. Yes. TLETS certification is still required to view criminal history in the PSRS. The PSRS displays criminal history information through DPS systems, and access is governed by TCIC/NCIC and CJIS requirements.</p>

Q.	What if I do not have PSRS access but must still determine notification requirements?
	<p>A. If you are a front-end user (the person that will generate the original notification to be sent to designees), you will have to have access to the PSRS to generate the electronic notification. If you are the designee receiving these notifications and then distributing to the district attorney, district clerk, court of record, and defense counsel when known you will maintain your own list of designees for those locations. OCA only maintains the LADJ and DA designee lists; all other distribution contacts are managed locally.</p>

Cross-County Notification

Q.	How do we know which county to notify?
	<p>A. Texas criminal history records are arrest and agency-based, not county-based. Therefore, there is not a required field in the criminal history that we can pull that data from and place in the criminal history summary on the PSR. You will need to determine the county to notify by review of the full criminal history. Additional tips in locating the county are in the Q&A Presentation.</p>
Q.	What if a city or police department operates in multiple counties?
	<p>A. If you are certain which county should be notified, you should send the notification to that county. If you are unsure and the city or police department operates in multiple counties, notifications should be sent to each county that may have jurisdiction based on the defendant's criminal history and pending cases. In these situations, notifications are often sent to multiple counties out of an abundance of caution to ensure statutory compliance.</p>
Q.	Why did I receive a cross-county notification when the defendant has no cases in my county?
	<p>A. Cross-county notifications are sent based on criminal history information that indicates a possible pending felony in your county. It is possible the case has been resolved but not yet updated in TCIC, the arrest occurred in a city spanning multiple counties and the notification was sent to each county out of caution, or the notification was sent in error by the sender. In any of these situations, the recipient should follow the instructions in the email disclaimer to address the issue.</p>
Q.	Does PSRS support notifying multiple counties?
	<p>A. Yes. The PSRS supports notification of multiple counties, but notifications are generated and sent one at a time. Users must select each county individually to ensure all required jurisdictions receive the appropriate statutory notification.</p>

System Automation and Design

Q.	Why can't PSRS automatically send notifications?
	<p>A. The PSRS cannot automatically send notifications because statutory responsibility requires professional judgment to determine when notification criteria are met. Criminal history interpretation, cross-county status, and case circumstances must be reviewed by a user before a notification is sent. The system supports the process, but it does not replace human decision-making or statutory accountability.</p>
Q.	How does the PSRS know if notification needs to be made?
	<p>A. The PSRS automatically flags cases when a 17.03 violent offense is entered, reminding the user to send the district attorney notification. The PSRS does not automatically flag cross-county</p>

	notification requirements. Users must determine the need for an Article 17.027 notification based on the summarized or full criminal history and case circumstances.
Q.	What does the yellow triangle warning mean on the bail form?
	A. The yellow triangle indicates that the offense entered is a 17.03 violent offense and that a district attorney notification may be required. It is a reminder to the user to review the case for statutory notification obligations. The symbol does not send the notification automatically.
Q.	Does the PSRS automatically send the email?
	A. The system does not automatically transmit notifications without user action. After the user selects the county and notification type, the PSRS generates the standardized email, attaches the certified bail form, and sends it to the designated recipients for that notification type and county.
Q.	Can I edit the email content?
	A. No. The email content generated by the PSRS is standardized and cannot be edited by users. This ensures consistency, accuracy, and statewide compliance with statutory notification requirements.

Notifications – Tracking, Delivery and Records

Q.	When does the requirement of sending notifications begin?
	A. Senate Bill 9 requires both statutes for electronic notifications to begin on January 1, 2026.
Q.	Can we verify whether notification emails were received?
	A. No. The PSRS records when a notification is generated and sent, but it does not confirm whether the recipient opened or received the email. We are working to have access to the emails returned to be able to contact that jurisdiction to provide updated designee contact information.
Q.	Is there a way to ensure that notification was sent after the bail form was completed?
	A. Yes. The PSRS allows authorized users to view notification history for a case, including the date sent, notification type, recipient county, and the user who generated the notification. This confirms that the notification was sent and provides an audit record. For additional information on this topic can be accessed at Email Notification Presentation .
Q.	Can PSRS generate reports showing all notifications sent and by whom?
	A. OCA is working with Catalis now to create a query or report to capture this information and accompanying statistics. We will communicate to users' additional information as it becomes available.
Q.	Our county already makes notifications and/or efiles, do we still need to complete notifications through the PSRS?
	A. Yes. If a notification is required under Government Code §72.038 or Article 17.027, Code of Criminal Procedure, it must be sent through the PSRS. The PSRS standardizes the notification content, timing, and tracking to create a record of compliance. Local notification practices may continue, but they do not replace the PSRS notification requirement.