



Office of Court Administration

Instructions for Completing the Model
Petition for Order of Nondisclosure
Under Section 411.0728

BEFORE BEGINNING MAKE SURE YOU ARE USING THE CORRECT PETITION. THIS PETITION AND INSTRUCTIONS ARE FOR PERSONS REQUESTING AN ORDER OF NONDISCLOSURE UNDER § 411.0728, GOV'T CODE. DO NOT ATTEMPT TO COMPLETE A PETITION FOR AN ORDER OF NONDISCLOSURE WITHOUT FIRST REVIEWING THE NONDISCLOSURE OVERVIEW TO DETERMINE IF YOU ARE ELIGIBLE FOR AN ORDER OF NONDISCLOSURE AND TO IDENTIFY THE CORRECT FORMS TO USE. THE NONDISCLOSURE OVERVIEW IS AVAILABLE AT: <http://www.txcourts.gov/rules-forms/orders-of-nondisclosure>.

TO BE ELIGIBLE TO USE THIS FORM EACH OF THE FOLLOWING STATEMENTS MUST BE TRUE.

1. The offense for which the order of nondisclosure is requested is one of the offenses listed under § 411.0728(a)(1), Gov't Code, which include:
 - **Prostitution** (§ 43.02, Penal Code);
 - **THEFT** as a Class C or B misdemeanor (§ 31.03(e)(1) or (2), Penal Code);
 - **Delivery of Marihuana** as a Class B misdemeanor (§ 481.120(b)(1), Health & Safety Code); and
 - **Possession of Marihuana** as a Class B misdemeanor (§ 481.121(b)(1), Health & Safety Code).
2. You committed the offense for which the order of nondisclosure is requested **solely** as a victim of the offense of trafficking of persons, continuous trafficking of persons, or compelling prostitution.
3. You were convicted of or placed on deferred adjudication community supervision for the offense for which the order of nondisclosure is requested.
4. If law enforcement or the prosecuting attorney requested assistance in the investigation or prosecution of an offense involving human trafficking, compelling prostitution, or other similar federal offense, you provided such assistance, or you were unable to provide assistance due to your age or a physical or mental disability resulting from being a victim of an offense involving human trafficking, compelling prostitution, or other

similar federal offense. *(Note: If your assistance was not requested, skip to the next question.)*

5. If this is your second or subsequent petition for an order under this section, you committed the offense for which this order of nondisclosure is requested ***prior*** to submitting your first petition under this section. *(Please note that if you committed one of the offenses described in No. 1 above ***on or after*** you submitted your first petition for an order of nondisclosure under § 411.0728, you are ***ineligible*** for an order of nondisclosure under this section.)*

IF THE FIVE STATEMENTS ABOVE ARE NOT TRUE, THIS IS NOT THE CORRECT PETITION AND INSTRUCTIONS FOR YOU. You may be eligible for an order of nondisclosure under another section of the Government Code. You should return to the nondisclosure overview to determine if you are eligible for an order of nondisclosure under another section.

Additional Requirements

You are ***ineligible*** for an order of nondisclosure under § 411.0728 if:

- you were or have ever been convicted of or placed on deferred adjudication community supervision (hereinafter “deferred adjudication”) for any of the following offenses:
 - (i) an offense requiring sex offender registration under Chapter 62, Code of Criminal Procedure;
 - (ii) an offense under § 20.04, Penal Code (Aggravated Kidnapping);
 - (iii) an offense under any of the following sections of the Penal Code:
 - 19.02 (Murder);
 - 19.03 (Capital Murder);
 - 20A.02 (Trafficking of Persons);
 - 20A.03 (Continuous Trafficking of Persons);
 - 22.04 (Injury to a Child, Elderly Individual, or Disabled Individual);
 - 22.041 (Abandoning or Endangering a Child);
 - 25.07 (Violation of Court Orders or Conditions of Bond in a Family Violence, Sexual Assault or Abuse, Stalking, or Trafficking Case);
 - 25.072 (Repeated Violation of Certain Court Orders or Conditions of Bond in Family Violence, Sexual Assault or

- Abuse, Stalking, or Trafficking Case); or
 - 42.072 (Stalking); or
- (iv) any other offense involving family violence, as defined by § 71.004, Family Code; or
- the court made an affirmative finding that the offense for which the order of nondisclosure is requested involved family violence, as defined by § 71.004, Family Code.

Instructions for Completing Petition

- (1) Please leave this line blank. This is not the number of your criminal case. A civil case will be created when you file the petition. The clerk of the court (hereinafter “clerk”) will enter a new cause number in this space.
- (2) Please enter the name of the court in which you are filing this petition. You must file this petition in the court that placed you on probation. The name of the court is shown on the top of the order that placed you on probation.
- (3) Please enter your name as it appears in the order that placed you on probation.
- (4) Please enter the name of the county in which the court that placed you on probation is situated. This will be the same county as shown on your order.
- (5) Please enter your name as you did in (3) above.
- (6) Place an “X” or check mark next to the offense for which you were convicted. The order that placed you on probation or the judgment in your case will reflect the offense of your conviction.
- (7) Please enter the criminal cause number shown on the order that placed you on probation. Look for *Case No.* on that order.
- (8) Please enter the date that the court placed you on probation.
- (9) Please circle “is” if you are attaching a copy of the court’s order or document showing that you were placed on probation following your conviction. Attaching a copy of the court’s order or document may expedite the process for obtaining an order of nondisclosure, but it is not required.

Please circle “is not” if you are not attaching a copy of the court’s order or document.

- (10) Please circle “is” if you are attaching a copy of the court’s order that set aside your conviction. Circle “is not” if you are not attaching a copy of the order.
- (11) Please place an “X” or check mark next to the offenses that apply to you.
- (12) There is a filing fee associated with filing of a petition for an order of nondisclosure under Section 411.0728. The filing fee is the amount of the court’s regular civil filing fee plus an additional \$28.00. Typically, the total filing fee is about \$280.00. However, the amount varies from county to county. Please contact the clerk for the court in which you are filing the petition to obtain the total amount of the fee required. **NOTE:** You should not have to pay the clerk to serve the petition on the attorney for the state (hereinafter “prosecutor”), Department of Public Safety (hereinafter “DPS”), or any other agency or entity, including any law enforcement entity. The statute requires the court, clerk, and DPS to notify the other parties of interest. See §§ 411.0745(e), 411.075(a) and 411.075(b), Gov’t Code, respectively.

*As a general rule, you must pay the filing fee in order to file the petition. However, you may be eligible to file a Statement of Inability to Afford Payment of Court Costs in lieu of paying the filing fee. The statement is described in Rule 145 of the Texas Rules of Civil Procedure. You may view Rule 145 online at <http://www.txcourts.gov/media/1435952/trcp-all-updated-with-amendments-effective-912016.pdf>. You can click here for the **Statement of Inability to Afford Payment of Court Costs**: <http://www.txcourts.gov/media/1435953/statement-final-version.pdf>.*

Please place a check mark or an “x” on the line in front of the first statement, if you are paying the filing fee. If you are submitting a **Statement of Inability to Afford Payment of Court Costs**, place a check mark or an “x” on the line in front of the second statement.

- (13) Please sign above the line. If you are filing this petition electronically, you may enter “/s/” followed by your typewritten name.
- (14) Please PRINT your name.

- (15) Please enter your mailing address.
- (16) Please enter your city, state and zip code.
- (17) Please enter your telephone number.

Process after You Complete the Petition

If you are eligible for an order of nondisclosure under § 411.0728, the process for obtaining an order of nondisclosure under this section is as follows:

First, check in advance with the clerk's office to obtain the total amount of the fee (including the \$28 fee), unless you are submitting a *Statement of Inability to Afford Payment of Court Costs* in lieu of paying the fee. Next, be sure to complete the correct petition according to the instructions, and after you have done so, print both the petition and the *Order of Nondisclosure under § 411.0728*. In most courts, you will have to submit a proposed order with your petition. The judge will complete the order, if the judge grants your request.

After you file the petition, the clerk will send it to the court and the court will notify the prosecutor. Again, you should not have to pay the clerk to serve notice on the prosecutor or any other party.

A hearing on the petition is not required if the prosecutor does not request a hearing.

If a hearing is scheduled, the court or the clerk will notify you. If there is a hearing, the court may ask questions to establish whether you satisfy the requirements of §§ 411.074 and 411.0728. After the hearing, if the court finds that you are entitled to file the petition and that issuance of the order of nondisclosure is in the best interest of justice, the court should grant your request for the order.

If the court does not hold a hearing, the judge will review your petition to determine whether you satisfy the requirements of the statutes and whether issuance of the order of nondisclosure is in the best interest of justice. If the court determines that you are entitled to file the petition and issuance of the order is in the best interest of justice, the court should grant your request for the order.

The court and/or prosecutor will have access to your criminal history record information and will use it to determine if you are entitled to file the petition.

If the court grants the order of nondisclosure, no later than 15 business days after the order issues, the clerk will send a copy of the order to DPS. Then, no later than 10 business days after DPS receives the copy of the order, DPS will seal the criminal history record information that is the subject of the order and forward the order to the state and federal agencies listed in § 411.075(b), Gov't Code. See § 411.075(b) for a complete list of agencies and entities that DPS must notify.