



**Instructions for Completing the Model
Petition for Order of Nondisclosure
Under Section 411.0731**

BEFORE BEGINNING MAKE SURE YOU ARE USING THE CORRECT MODEL PETITION. THIS PETITION AND INSTRUCTIONS ARE FOR PERSONS REQUESTING AN ORDER OF NONDISCLOSURE UNDER SECTION 411.0731, GOVERNMENT 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 FORM TO USE. THE NONDISCLOSURE OVERVIEW IS AVAILABLE AT THIS LINK: <http://www.txcourts.gov/rules-forms/orders-of-nondisclosure>.

TO BE ELIGIBLE TO USE THIS PETITION THE FOLLOWING STATEMENTS MUST BE TRUE.

1. YOU WERE CONVICTED OF A CLASS B MISDEMEANOR OFFENSE OF DRIVING WHILE INTOXICATED MISDEMEANOR UNDER SECTION 49.04, PENAL CODE. [If your conviction was for a Class A misdemeanor under Section 49.04, you are not eligible for an order of nondisclosure under Section 411.0731.]
2. YOU WERE PLACED ON COMMUNITY SUPERVISION (“PROBATION”) FOLLOWING YOUR CONVICTION, INCLUDING ANY FORM OF PROBATION THAT REQUIRED YOU TO SERVE A TERM OF CONFINEMENT.
3. YOUR ALCOHOL CONCENTRATION LEVEL WAS BELOW 0.15.
4. YOU COMPLETED YOUR TERM OF PROBATION, INCLUDING SERVING ANY TERM OF CONFINEMENT IMPOSED AND PAYING ALL FINES, COSTS, AND RESTITUTION, IF ANY. [If your probation was revoked, you are not eligible for an order of nondisclosure under Section 411.0731.]
5. YOU ARE A FIRST TIME OFFENDER IN THAT YOU HAVE NOT BEEN PREVIOUSLY CONVICTED OF OR PLACED ON DEFERRED ADJUDICATION COMMUNITY SUPERVISION (“DEFERRED ADJUDICATION”) FOR ANOTHER OFFENSE OTHER THAN A TRAFFIC OFFENSE PUNISHABLE BY FINE ONLY.
6. THE REQUISITE TIME BEFORE FILING A PETITION FOR AN ORDER OF NONDISCLOSURE UNDER SECTION 411.0731 HAS PASSED. [The waiting period is two or five years following completion of your probation, depending on your circumstances. If you do not know the required

waiting period, you should return to the nondisclosure overview to determine the required waiting period.]

IF THE STATEMENTS ABOVE ARE NOT TRUE, THIS IS NOT THE CORRECT PETITION FOR YOU.

You may be eligible to file a petition for an order of nondisclosure under Section 411.0736, Government Code. You should return to the nondisclosure overview to determine if you are eligible to file a petition for an order of nondisclosure under Section 411.0736.

Additional Requirements

1. You are **not eligible** for an order of nondisclosure under Section 411.0731, or any other section, if you were or have ever been convicted of or placed on deferred adjudication community supervision (hereinafter “deferred adjudication”) for any of the offenses listed below:
 - (i) an offense requiring registration as a sex offender under Chapter 62, Code of Criminal Procedure;
 - (ii) an offense under Section 20.04, Texas Penal Code, (aggravated kidnapping);
 - (iii) an offense under any of the following sections of the Texas Penal Code:
 - o 19.02 (murder);
 - o 19.03 (capital murder);
 - o 20A.02 (trafficking of persons);
 - o 20A.03 (continuous trafficking of persons);
 - o 22.04 (injury to a child, elderly individual, or disabled individual);
 - o 22.041 (abandoning or endangering a child);
 - o 25.07 (violation of court orders or conditions of bond in a family violence, sexual assault or abuse, stalking, or trafficking case);
 - o 25.072 (repeated violation of certain court orders or conditions of bond in family violence, sexual assault or abuse, stalking, or trafficking case); or
 - o 42.072 (stalking); or

(iv) any other offense involving family violence, as defined by Section 71.004, Family Code.

2. You are **not eligible** for an order of nondisclosure under Section 411.0731 if, during the period after the court placed you on probation, and during any applicable waiting period, you were convicted of or placed on deferred adjudication for any offense other than a traffic offense punishable by fine only.
3. You are **not eligible** for an order of nondisclosure under Section 411.0731 if the court made an affirmative finding that your offense involved family violence.

Instructions for Completing Petition

- (1) Please leave this line blank. This is not the cause number in your criminal case. A civil case will be created when you file your 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 or judgment that placed you on probation.
- (3) Please enter your name as it appears on the order or judgment that placed you on probation.
- (4) Please enter the name of the county in which the court that placed you on probation is located.
- (5) Please enter your name as you did in (3) above.
- (6) Please enter the criminal cause number shown on an order or judgment in your DWI case. Look for *Case* or *Cause No.* on that order or judgment.
- (7) Please enter the date that you were convicted of driving while intoxicated.
- (8) Please enter the date that you were placed on probation.

- (9) **You must attach evidence that shows you are entitled to file this petition.** This means that you must prove to the court that you were convicted and placed on probation for a Class B misdemeanor DWI offense under Section 49.04, Penal Code.
- (10) Please enter the date that you completed probation in your DWI case.
- (11) **You must attach evidence that shows you are entitled to file this petition.** This means that you must prove to the court that you completed probation, including any term of confinement imposed and payment of all fines, costs, and restitution, if any. You can attach a copy of your discharge and/or dismissal, jail documents, and any receipts or other proof of payment.
- (12) Please place a check mark or an “x” on the line next to the statement that reflects the waiting period that applies to you.
- (13) There is a filing fee associated with filing a petition for order of nondisclosure under Section 411.0731. 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 correct amount of the total filing fee. **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 Sections 411.0745(e), 411.075(a) and 411.075(b), Government 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 read 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** form: <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.

- (14) Please sign above the line. If you are filing this petition electronically, you may enter “/s/” followed by your typewritten name.
- (15) Please PRINT your name.
- (16) Please enter your mailing address.
- (17) Please enter your city, state and zip code.
- (18) Please enter your telephone number.

Process after You Complete the Petition

If you are eligible for an order of nondisclosure under Section 411.0731, the process for obtaining an order of nondisclosure under that 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) required to file a petition for an order of nondisclosure, unless you are submitting a ***Statement of Inability to Afford Payment of Court Costs***. Next, be sure to complete the correct petition according to the instructions above, and after you have done so, print both the petition and the ***Order of Nondisclosure under Section 411.0731***. In most courts, you will have to submit a proposed order when you file your petition. The judge will complete the order, if the judge grants your request.

You must file the petition in the court that placed you on probation.

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 of your petition 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 Sections 411.074 and 411.0731. After the hearing, if the court determines that you satisfy the requirements of the statutes and that issuance of the order of nondisclosure is in the best interest of justice, the court should grant your request for the order of nondisclosure.

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 finds that you have satisfied the requirements of the law and that the issuance of the order is in the best interest of justice, the court should grant your request for the order of nondisclosure.

Under no circumstances will the court grant an order of nondisclosure, if the prosecutor or attorney representing the state proves by sufficient evidence that your commission of the DWI offense resulted in an accident involving another person, including a passenger in your motor vehicle.

The court and/or prosecutor will have access to your criminal history record information and will use it to determine if you are eligible 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 order, DPS will seal the criminal history record information that is the subject of the order and forward a copy of the order to the state and federal agencies listed in Section 411.075(b), Government Code. See Section 411.075(b) for a complete list of the agencies and entities that DPS must notify.