Non-Disclosure Motions/Petitions Instructions

Motions/Petitions for Non-disclosure may be filed with the City of Houston Municipal Court. If the Motion is granted, Courts and Criminal Justice Agencies are limited as to who they may disclose criminal history information. The applicant does not have to disclose information that is the subject of the Order in any application for employment, information or licensing. Further information is contained in Government Code Section 411.0765.

For a case to be eligible for Non-Disclosure, the case:

- Must be a Houston Municipal Court case
- Must be in closed status
- No money due on the case, including DPS fee
- The violation is not statutorily prohibited from being disclosed by any of Government Code Sections relating to Non-disclosure, including but not limited to, cases involving Family Violence or Sexual Assault or abuse.

The Non-disclosure Motion, with informational Cover Sheet, must be filed at the City of Houston Municipal Courts, 1400 Lubbock, Front Public Service Counter. If the defendant resides out-of-town or cannot appear in person, i.e. disability, the Motion, Cover Sheet, and payment, can be submitted by mail.

The non-refundable fee for filing a Non-disclosure Motion is $28.00. If you are seeking Non-disclosure for more than one case, you must file a separate Motion for each case and pay $28.00 for each case. Payment must be paid in cash. If filing by mail, the payment must be paid by using Western Union's "Quick Collect" Delivery Service with the following information:

Pay to: City of Houston Municipal Courts
Code City: Ticket State: TX Citation #_____

If you are indigent, you may file a Pauper's Affidavit, and after review by the Court, the filing fees may be waived.

A printable copy of a Motion can be found in the Office of Court Administration's website: https://txcourts.gov/forms/orders-of-nondisclosure/