

HARRIS COUNTY DISTRICT CLERK'S
***e-Gov* APPLICATION**

Your request for information on the Harris County District Clerk's application, *e-Gov*, includes the following:

- Administrative Guidelines for the *e-Gov* application
- Overview of the *e-Gov* application
- Application Form

The Application and supporting documentation should be faxed to (713) 755-1390 or mailed to:

Harris County District Clerk
ATTN: *e-Gov* Coordinator
P.O. Box 52366
Houston, Texas 77052-2366

To avoid delays, please do the following:

1. Ensure each field on the application is completed. Applications with blank fields will not be accepted.
2. Please note that the term "User" applies to the individual employed by a governmental agency making application for *e-Gov*.

If you have any questions regarding this application, please contact the **Harris County District Clerk's *e-Gov* Coordinator at (713) 755-7815**.

Sincerely,

Evan Peterson
Director, Technical Services Bureau
Harris County District Clerk's Office

Enclosures

ADMINISTRATIVE GUIDELINES FOR *e-Gov*

1. *e-Gov* is available to governmental agencies.
2. *e-Gov* is a web-based program and can only be accessed via the Internet. User is responsible for obtaining and maintaining all equipment and software to access *e-Gov*.
3. Applications must be submitted or faxed to the Harris County District Clerk's Office *e-Gov* coordinator to be reviewed for approval. Only completed applications will be accepted.
4. By submitting a signed application, the applicant is accepting responsibility for maintaining the confidentiality of these records and is held responsible in that any and all information obtained through *e-Gov* is for official governmental use only. Use of any information obtained from *e-Gov* other than official governmental business is strictly forbidden. If misuse is suspected, access will be terminated.
5. Upon separation of a designated user from a governmental agency, the governmental agency is responsible for promptly notifying the Harris County District Clerk's Help Desk for access termination. Contact information is dcsa@hcdistrictclerk.com.
6. User(s) must use their personal LOGON ID when researching information in the Harris County District Clerk's Enterprise system. Use of another's LOGON ID will be grounds for access termination.
7. All LOGON ID's will be inactivated every 60 days. Upon inactivation an email will be sent to the User LOGON ID with a link to click that will reactivate their User LOGON ID. If the User doesn't click on the link within 10 days of receiving the email, the User's LOGON ID will be suspended.
8. Support for *e-Gov* will be available through the Harris County District Clerk's Help Desk, Monday through Friday, 8:00 AM through 4:00 PM., except for County Holidays. Contact information is dcsa@hcdistrictclerk.com. An on-line tutorial will be available for self-training or as a reference.

OVERVIEW OF *e-Gov*

In an effort to process the increasing volume of agency requests in a timely fashion as well as meet our statutory requirements and reduce staffing needs, the District Clerk is providing on-line access to governmental agencies to query and retrieve information they would otherwise have to travel to the courthouse to retrieve or through correspondence via the U.S. mail.

TYPES OF DOCUMENTS AVAILABLE

e-Gov allows for the search of Criminal and Civil documents currently stored in electronic form. At this time, Criminal images include Charging Instruments, Bonds, Orders and Judgments, Civil images include District and Special Minutes of the court, and Case File documents are all available. District Minutes of the court are those documents which a judge has affixed his or her signature. Special Minutes are charges of the court and or miscellaneous documents that are not a part of a case file. Through the District Clerk's on-going imaging project, in the future all Civil and Criminal Minutes of the court will be on-line in the future.

GENERAL INFORMATION

The site allows you to query for documents a number of ways. The most useful method will be through one or more of the following:

- Case Number
- Plaintiff Name
- Defendant Name
- Plaintiff and Defendant Name

TECHNICAL INFORMATION

This site:

- Is best viewed with Microsoft Internet Explorer 5.5 or greater at 800 x 600 resolutions.
- Requires Adobe Acrobat Reader to view documents, free download available at www.adobe.com.
- Compresses documents shipped using e-mail or download methods into a .zip format. Several .zip compression/decompression programs are available for download at sites such as <http://download.cnet.com>-many are free.
- Will log you out of the site after 30 minutes of inactivity for security reasons.

There are various methods available for delivery of the selected documents:

- Download (documents compressed using .zip format, limited to 8,500 pages per order).
- Fax (limited to 20 pages per order, area code limitations, see '**About Us**' at www.hcdistrictclerk.com for details)
- Email (limited to 5 mg per order or approximately 50 pages)

ACCESS

Internet Service Provider:

- Access to *e-Gov* must be through an Internet Service Provider (ISP). Choice of ISP and payment of any and all ISP related fees are the responsibility of the User.

Hardware Requirements:

- Most personal computers capable of accessing the Internet with satisfactory results should work for accessing *e-Gov*. The overall results of which will be based on the technical quality of the personal computer and its peripheral devices, including the size of monitor and the browser used.

Software Requirements:

- An internet browser is required. You will get the best results accessing *e-Gov* using Microsoft's Internet Explorer browser.

Disclaimer

Use of this information shall be interpreted in accordance with the laws of the state of Texas and of the United States. The Harris County District Clerk expressly disclaims the accuracy of this information/data or its suitability for a particular purpose. **THE INFORMATION/DATA PROVIDED UNDER THIS APPLICATION IS SHARED "AS IS." THE HARRIS COUNTY DISTRICT CLERK HAS TAKEN NO ACTION TO CONFIRM ITS ACCURACY.**

e-Gov
APPLICATION

To be eligible to access *e-Gov*, you must:

- Be employed by a governmental agency.
- Complete this form by LEGIBLY PRINTING ALL OF THE FOLLOWING INFORMATION.

DATE: _____

GOVERNMENTAL AGENCY INFORMATION

GOVERNMENTAL AGENCY: _____

AGENCY'S PHYSICAL ADDRESS:

CITY

STATE

ZIP

CONTACT INFORMATION

IMMEDIATE SUPERIOR: _____

IMMEDIATE SUPERIOR'S EMAIL ADDRESS: _____

IMMEDIATE SUPERIOR'S PHONE NUMBER: (_____) _____

IMMEDIATE SUPERIOR'S FAX NUMBER: (_____) _____

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It is the responsibility of the immediate superior to contact the District Clerk's Help Desk at dcsa@hcdistrictclerk.com in the event of a separation of employment of the applicant from the governmental agency.

APPLICANT INFORMATION

Please check below what records you will need access to.

Civil District Court Records _____
Criminal District Court Records _____

APPLICANT'S NAME: _____
FIRST MIDDLE LAST

APPLICANT'S PHYSICAL EMPLOYMENT ADDRESS:

CITY STATE ZIP

APPLICANT'S E-MAIL ADDRESS: _____

APPLICANT'S DEPARTMENT: _____

APPLICANT'S PHONE NUMBER: (_____) _____

APPLICANT'S FAX NUMBER: (_____) _____

APPLICANT'S SIGNATURE: _____

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DISTRICT CLERK USE ONLY

DATE RECEIVED: _____

DATE REVIEWED: _____

DATE APPROVED: _____