

**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,

Clay Cossey  
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](mailto: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](mailto: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](http://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](http://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.