



# Chris Daniel

Harris County District Clerk

[www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)

## WEB ACCESS FORM

**This Form must be submitted in person at our office by the person requesting the access.**

To Be Completed By The Customer (Please Print Clearly):

Case/Cause Number: \_\_\_\_\_

Case Style: \_\_\_\_\_ vs. \_\_\_\_\_

CUSTOMER'S NAME: \_\_\_\_\_

**Email Address:**

Once your account has been set up you may purchase copies from the case file online at [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com). *Please note, ALL orders should be available for purchase. However, not all documents are imaged in the Family Division at this time.*

Go to SEARCH OUR RECORDS tab to access case information.

Enter your case number or name which will pull up your specific case information.

Please be aware that documents may take 7-10 business days to appear on our website after the judge's signature.

**\*Note- once your password has been set up in the system the clerk will return this form to you. It's important that you keep this form for your own personal records as the DCO will not maintain this information on your behalf.**

### FOR DISTRICT CLERK'S OFFICE USE ONLY

**Temporary Password:** \_\_\_\_\_ **by Deputy Clerk:** \_\_\_\_\_