# ATTORNEY REGISTER INFORMATION FORM

**The District Clerk of Harris County shall maintain a Register of all attorneys practicing in the District Courts and County Criminal Courts of Harris County. The Register shall contain the Attorney's:**

**a.) BAR NUMBER b.) NAME c.) ADDRESS d.) TELEPHONE NUMBER**

**It shall be the duty of the Attorney to verify the correctness of the information on said register, and to keep the District Clerk informed as to any changes by filing written notice to update said Register with the District Clerk. The District Clerk shall use this Register for purposes of determining the last known address for delivery of notices as required by the Court, Rules, or Statutes. Notices Required Of The District Clerk Are Automated. Incomplete Address Information Could Result In Failure To Receive Notices Concerning Your Cases.**

**Please complete this form in order to assist the District Clerk's Office in insuring that you receive computer generated, as well as, manually prepared notices as required by the Court, Rules, or Statutes.** ***NOTE: A firm with multiple attorneys must identify the name and bar number of each attorney for which they are authorizing an address change, and may prefer using the firm's letterhead.***

**Please check applicable box and provide correct information below:**

☐ **INITIAL REGISTRATION**

☐ **ADDRESS CHANGE**

☐ **NAME CHANGE (please give prior name)** _____

☐ **FIRM AFFILIATION (please give prior firm)** _____

_____

☐ **OTHER (please specify)** _____

**NAME:** _____

**TEXAS STATE BAR NUMBER:** _____ **PHONE NUMBER:** _____ _____
area code phone number

**FAX NUMBER:** _____ _____
area code fax number

**EMAIL ADDRESS:** _____

**MAILING ADDRESS:** _____

_____

**FIRM AFFILIATION:** _____

**SIGNATURE:** _____ **DATE:** _____

***YOUR SIGNATURE AND BAR NUMBER ARE REQUIRED*** **in order for us to update our records**

**Please fax this completed form within ten (10) working days to (832)927-0163, or mail to:**
**CHRIS DANIEL, DISTRICT CLERK**
**P.O. BOX 4651**
**HOUSTON, TEXAS 77210**
**ATTN: Civil Administration**