## 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 emailed or faxed to:

Harris County District Clerk ATTN: *e*-Gov Coordinator

Email address: DCSA@hcdistrictclerk.com

Fax number: (832) 927-0124

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 email the **Harris County District Clerk's** *e***-Gov Coordinator.** 

#### 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. No direct dialup connection will be provided or approved. User is responsible for obtaining and maintaining all equipment and software to access **e-Gov**.
- 3. Only completed applications will be accepted. For an application to be considered complete all fields must be populated and the application signed by the applicant. No field may be left blank.
- 4. Applications must be submitted to the Harris County District Clerk's Office *e***-Gov** coordinator to be reviewed for completeness and approval.
- 5. 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 if strictly forbidden. If miss-use is suspected, access will be terminated.
- 6. 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.
- 7. User 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.
- 8. LOGON ID's will be suspended after 30 days of inactivity.
- 9. PASSWORD's will be required to be changed every 30 days and the user will have two (2) weeks to complete this change after which time the LOGON ID will be suspended.
- 10. 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.
- 11. On-line tutorials are available in MS Power Point format for self-training or as a reference.

#### OVERVIEW OF e-Gov

The District Clerk is the registrar, recorder, and custodian of all court pleadings, instruments, and papers that are part of any cause of action in the District Courts of Harris County hearing civil, family, juvenile and criminal cases, as well as the County Criminal Courts-at-Law. In addition, the office is responsible for accurately disseminating that information to the public, bar, and bench as soon as that information becomes a matter of public record, with certain exceptions.

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 documents currently stored in electronic form. At the current time, Civil District Minutes of the court, Civil Special Minutes of the court, and Civil Case File documents are all available. District Minutes of the court are those documents which a judges 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 a massive on-going imaging project, the District Clerk's Office will have all Civil and Criminal Minutes of the court 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 9.0 or greater
- Requires a PDF reader (such as Adobe Acrobat Reader) to view documents
- Compresses documents shipped using e-mail or download methods into a .zip format.
- 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, file size limits apply)
- Fax (limited to 50 pages per order, area code limitations may apply)

# *e*-Gov APPLICATION

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

- be employed by a governmental agency
- complete this form by <u>LEGIBLY PRINTING ALL OF THE FOLLOWING INFORMATION.</u>

$\mathbf{D}_{A}$	ATE:	
EMPLOYER INFORMATION		
EMPLOYER:		
EMPLOYER'S PHYSICAL ADDRESS:		
CITY	STATE	ZIP
CONTACT INFORMATION		
IMMEDIATE SUPERIOR:		
IMMEDIATE SUPERIOR'S EMAIL AI	DDRESS:	
IMMEDIATE SUPERIOR'S PHONE N	UMBER: ( )	
IMMEDIATE SUPERIOR'S FAX NUM	BER: ()	

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

### **APPLICANT INFORMATION**

Please check below what record	ds you will need access to.			
Civil District Court Records				
Criminal District Court Record	.s			
APPLICANT'S NAME:				
FIRST	MIDDLE	LAST		
APPLICANT'S PHYSICAL EN	APLOYMENT ADDRESS:			
CITY	STATE	ZIP		
APPLICANT'S E-MAIL ADDRESS:				
APPLICANT'S PHONE NUMBER: ()				
APPLICANT'S FAX NUMBER: ()				
APPLICANT'S SIGNATURE:				
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	ISTRICT CLERK USE ONLY			
DATE REVIEWED:				
DATE APPROVED:				