

User Reference Guide

for Government Filers

FREEfax

Our online fax filing service that's
Fast, Easy and FREE!



CHRIS DANIEL

 **HARRIS COUNTY DISTRICT CLERK**

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Overview

FREEfax enables you to:

- Upload up to **200 documents** per case filing
- With a **maximum combined size of 50 MB** (megabytes), right from your own computer.

Fast. Easy. Free!

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Overview

PLEASE NOTE:

We are currently only accepting filings for:

Civil (Non-family) Cases

through our FREE*fax* filing service.

Fast. Easy. Free!

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Accepts only PDF Format

Additionally, FREEfax can only accept documents in **PDF format**.

If your documents are not in PDF format, you can **search Google** to find a free “**PDF converter**” or “**PDF maker**” software.



pdf converter software

Search

About 25,500,000 results (0.23 seconds)

[Advanced search](#)

pdf maker software

Search

About 6,340,000 results (0.20 seconds)

[Advanced search](#)

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Logging in to FREEfax

To start using FREEfax, simply login to www.hcdistrictclerk.com using your existing login information and click on the **FREEfax icon** or select FREEfax from the **Online Services** drop menu.

The screenshot shows the website for Chris Daniel, Harris County District Clerk. The header includes the Harris County Seal and the name 'Chris Daniel Harris County District Clerk'. A navigation menu contains links for Home, Civil, Family, Criminal, Child Support, Online Services, HR, About Us, Court Registry, Customer Service, Jury, and FAQs. A search bar is located on the right. The main content area features a 'Get Online, Hot In Line' message, a '2011 YTD cost of civil paper filings' of \$59,687.30, and a 'Quick Links' section with icons for various services.

2011 YTD cost of civil paper filings
\$ 59,687.30
Help reduce this cost: **Please e-file!**

Quick Links

- Costs and Fees
- Child Support Records
- Jury Services
- Search Records & Documents
- Background Checks
- e-Filing
- Forms
- Government Agencies
- Historical Documents
- Contact Us

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Registering for e-Gov

If you have not registered for e-Gov, simply visit www.hcdistrictclerk.com and click on the **New User** icon in the top-navigation bar of our **Homepage**, then click on the **Government Agencies Quick Link** on the bottom-left-hand corner of the **Welcome** page.

The screenshot shows the homepage of the Chris Daniel Harris County District Clerk. At the top, there is a header with the name "Chris Daniel Harris County District Clerk" and a photo of Chris Daniel. Below the header is a navigation bar with links: Home, Civil, Family, Criminal, Child Support, Online Services, HR, About Us, Court Registry, Customer Service, Jury, and FAQs. A "New User" icon is highlighted with a red box. Below the navigation bar is a main content area with a "Get Online, Not In Line" message and a "2011 YTD cost of civil paper filings" of \$61,820.74. Below this is a "Quick Links" section with icons for Costs and Fees, Child Support Records, Jury Services, Search Records & Documents, Background Checks, e-Filing, Forms, Government Agencies, Historical Documents, and Contact Us. At the bottom, there is a "What's New?" section and a "DCO in the News" link. A red arrow points to the "TOC" link at the bottom left of the page.



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Registering for e-Gov

On the e-Gov page, click on the link for **e-Gov Application packet** and follow the instructions for submitting your registration form and you will receive your **e-Gov Login** information by email.

Chris Daniel
Harris County District Clerk

Home Civil Family Criminal Child Support Online Services HR About Us Court Registry Customer Service Jury FAQs

Quick Links

- Costs and Fees
- Child Support Records
- Jury Services
- Search Our Records & Documents
- Background Checks
- e-Filing
- Forms
- Government Agencies
- Historical Documents
- How to Contact Us

e-Gov

e-Gov allows users employed by governmental agencies to query and retrieve documents from their office. Through e-Gov, users can search for documents stored in electronic form. At this time, only Civil District Court minutes since October 1998 are available. Minutes are documents signed by a judge. However, through a massive, ongoing imaging project, the District Clerk's Office anticipates having all Civil and Criminal minutes of the court online in a few years.

e-Gov:

- Allows searching for and acquiring documents from remote locations
- Is accessible 24 hours a day
- Allows the District Clerk's Office to fulfill its statutory duties as record custodian in a more timely manner
- Improves customer service
- Reduces repetitive, labor intensive tasks for clerical personnel
- Runs Criminal Background Checks

e-Gov is a 'win-win' for both the District Clerk's Office and other governmental agencies. [Click to obtain an e-Gov Application packet and guidelines for e-Gov.](#)

[Click to access the e-Gov Login Page.](#)

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Using FREEfax

Once you receive your login information, login on our homepage at www.hcdistrictclerk.com, and click on the **FREEfax** icon or go to **Online Services** on the top-navigation menu, then from the drop down menu, select **FREEfax Filing**.

Welcome **steve, steve** [Logout](#) powered by Google™ Enter keyword(s) [Search](#)

Home [Civil](#) [Family](#) [Criminal](#) [Child Support](#) [Online Services](#) [HR](#) [About Us](#) [Court Registry](#) [Customer Service](#) [Jury](#) [FAQs](#)

Child Support

Get Online, Not In Line

Thank you for visiting us online instead of getting in line at the courthouse. Our website continues to give you unprecedented access to court case information and records. We also still lead the nation in the development and utilization of innovative technology that make the practice of law more cost-effective and efficient for the Harris County legal community.

We will continue to make changes to our office resulting in better service and lower costs to you. Your support and feedback will continue to be valuable. Please keep emailing us and letting us know how we can serve you better.

2011 YTD cost of civil paper filings
\$ **59,736.42**
Help reduce this cost: **Please e-file!**

Quick Links

Costs and Fees [Child Support Records](#) [Jury Services](#) [Search Records & Documents](#) [Background Checks](#) **FREEfax** [Forms](#) [Government Agencies](#) [Historical Documents](#) [Contact Us](#)

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Terms and Conditions

On the FREEfax filing page, you must read the notification regarding the Fax Filing Rules and Terms of Service, and click on the checkbox to confirm you have “Read and Agree” to the rules and terms and click on the AGREE button, in order to continue to the Upload Page.

FREEfax

FREEfax User Guide Public
FREEfax User Guide Government

Terms and Conditions

FREEfax on behalf of Government Entities is available in all the Civil (NON-Family) District Courts. FREEfax on behalf of Public Entities is available only for filings with No Associated Court Fees in the following courts: 55th, 80th, 125th, 127th, 129th, 133rd, 151st, and 215th.

Pursuant to the Amended Rules Governing the Procedure for the District Clerk of Harris County For Receiving and Filing Electronically Transmitted Court Documents (“Local Filing Rules”), all fax filings must:

1. Conform to the requirements for filing established by the Texas Rules of Civil Procedure; and,
2. Comply with the requirements for the Electronic Filing of Certain Documents as specified in Texas Government Code Sections 51.801-51.807.
3. The sender shall maintain the original hard copy of the document being filed with original signature affixed as required by section 51.806 of the Texas Government Code. The quality of the original hard copy must be clear and dark enough to transmit legibly as required by the Local Filing Rules.

The Fax Client will automatically propagate a cover sheet based on information entered on the filing screen. The information entered on the filing screen must:

1. Clearly identify the sender, the documents being transmitted and the number of pages; and,
2. Have clear and concise instructions concerning issuance or other request.

* PLEASE NOTE THAT PURSUANT TO THE LOCAL FILING RULES, THE ELECTRONIC DOCUMENT DOES NOT CONSTITUTE FILING. FILING IS COMPLETE WHEN THE CLERK'S OFFICIAL DATE AND TIME FILE STAMP IS AFFIXED TO THE DOCUMENT. TRANSMISSIONS COMPLETED DURING A NORMAL BUSINESS DAY BEFORE 9:00PM AND ACCEPTED FOR FILING WILL BE CONSIDERED FILED AND FILE MARKED ON THE DAY OF RECEIPT.

IMPORTANT:

The Court Clerk's Official Date and Time File Stamp will be affixed when the clerk ACCEPTS the filing. The document File Stamp Value will reflect the date and time the fax was received.

** FREEfax IS ONLY AVAILABLE FROM 12:01 A.M. UNTIL 5:00 P.M. (CENTRAL), MONDAY THROUGH FRIDAY.

** FREEfax IS NOT AVAILABLE ON HOLIDAYS.

** FREEfax IS NOT AVAILABLE ON WEEKENDS.

I have read, understand and agree to abide by these terms and conditions; and,

I have read the Rules Governing the Procedure for the District Clerk of Harris County For Receiving and Filing Electronically Transmitted Court Documents and Texas Government Code Chapter 51.8 Subchapter 1;

I am filing on behalf of a governmental entity.

AGREE

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FREEfax Upload Page

Before uploading a document you will be asked to enter information identifying the type of document you are filing.

Please note: All fields marked with asterisks are required fields and must be filled before you are allowed to upload any documents.

FREEfax FREEFax User Guide Public
FREEFax User Guide Government

Is this filing for an existing case in the Harris County District Courts? * Yes No

Will service be issued with this filing? * Yes No

Jurisdiction: *

Case Number: *

Filing Type: *

Filing Instructions:

Personal Filing Description: Optional

Total Page Count: * Required by Local Rules

Filing on Behalf of: Attorney Non-Attorney Court Reporter

Bar Number: *
TEST, ATTORNEY (N/A) [Edit Address](#)

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are "Filed for" with the checkbox.

Select: *
Select multiple parties by holding down the **Ctrl** or **Shift** key while clicking.

PDF Documents

Document to Upload: *

Document Title: *

Document Category:

Please Note:

Only 200 documents may be uploaded at a time with a maximum combined size of 50 MBs (megabytes). The size of each document and the speed of Internet connection you are using will affect the speed of your upload and File Stamp Time.

Currently, only PDFs are supported by our fax filing system. If you attempt to upload documents that are not in PDF format, or if the file extension does not match the file format (i.e. *.PDF*), you will receive an error message. To learn more about PDFs see our FREEFax User Guide or Google Free PDFMaker or Free PDF Converter.

Currently, no documents added for uploading.



Filing a New Suit

If you are filing a **New Suit** please check the “No” radio button in the top right-hand corner of the shaded blue box or click the “Yes” radio button for an existing case.

Please Note: For **Existing Cases** you will be required to enter a case number for the filing.



FREEfax

Is this filing for an existing case in the Harris County District Courts? *

Yes No

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Requesting Service

If you are requesting service with a filing, please be sure to **check the yes radio button at the top of the form** before continuing to ensure that your filing is properly routed and processed in a timely manner. If no service is required please check the no radio button.

Will service be issued with this filing? *

Yes No

← TOC



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Jurisdiction Field

In the field that follows, as we are currently only accepting Filings for **Civil (Non-family) Cases** through FREEfax, you will notice that the information for the **Jurisdiction** field will already be filled-in for you as “**Civil (Non-Family)**.”

FREEfax

FREEFax User Guide Public
FREEFax User Guide Government

Is this filing for an existing case in the Harris County District Courts? *

Yes No

Will service be issued with this filing? *

Yes No

Jurisdiction:

Civil (Non-Family)

Civil (Non-Family)



Filing an Existing Case

If you are filing on an **existing case**, enter your **Case Number** in the field that follows. If you choose to file for an existing case, you **MUST** enter a valid case number. Once you've entered a valid case number, the **Style** of your case will automatically appear in the space below the case number.

FREEfax

FREEFax User Guide Public
FREEFax User Guide Government

Is this filing for an existing case in the Harris County District Courts? *

 Yes No

Will service be issued with this filing? *

 Yes No

Jurisdiction:

Civil (Non-Family)



Case Number:

200512345

* Court: 129

Style:

ALMAZAN, HERNAN vs. MENDEZ, FERNANDO

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Selecting Type of Case

Select the **Type** of case you are filing from the drop-down menu.

Clerk - Chris Daniel | FREEfax -
 istrictclerk.com/eDocs/Secure/FREEfax/Se
 Help
 .S. DCO Internet Intranet J.I.S.
 Chris Daniel | F...
FREEfax
 Is this filing for an existing case in the H...
 Will service be issued with this filing? *
 Jurisdiction:
 Case Number:
 Style:
Filing Type:

- ABSTRACT
- ADDITIONAL FEES
- ADDITIONAL HABEAS CORPUS CIVIL
- ADDITIONAL SERVICE
- ADDITIONAL SERVICE REQUEST
- AMENDED CROSS ACTION/COUNTER
- AMENDED GARNISHMENT
- AMENDED INTERPLEADER
- AMENDED INTERVENTION
- AMENDED PETITION
- AMENDED THIRD PARTY PETITION
- ANSWER
- BILL OF REVIEW
- BOND APPROVAL
- BOND APPROVAL
- BOND APPROVAL
- C C INVESTMENT
- CERTIFIED MAIL SERVICE
- CIVIL CONTEMPT
- COMP SET ASIDE AWARD SERVICE
- CONSTABLE FEE
- CONSTABLE WRIT SERVICE
- CONTESTED PAUPER'S OATH
- CONVERT. CROSSACT/COUNTERCLAIM
- COST STATEMENT REQUEST
- COUNTERCLAIM-CIVIL
- CROSS ACTION/COUNTERCLAIM
- CROSS-CLAIM
- CRS Interest Deposit



Filing Instructions

Enter any instructions you have regarding the document you are filing in the **Filing Instructions** field.

FREEfaxFREEFax User Guide Public
FREEFax User Guide GovernmentIs this filing for an existing case in the Harris County District Courts? * Yes NoWill service be issued with this filing? * Yes No

Jurisdiction: Civil (Non-Family) *

Case Number: 200512345 * Court: 129

Style: ALMAZAN, HERNAN vs. MENDEZ, FERNANDO

Filing Type: AMENDED PETITION *

Filing Instructions: Please file the attached document with the court.

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Personal Filing Description

Enter a **Personal Filing Description**, or **PFD** for your filing. A **Personal Filing Description** can be any name you'd like to use for easily tracking your filing in the future, such as, "2010Motions," or a name based on your own filing system or office protocol.

FREEfax

Is this filing for an existing case in the Harris County District Courts? *

Will service be issued with this filing? *

Jurisdiction: Civil (Non-Family) *

Case Number: 200512345 * Court: 129

Style: ALMAZAN, HERNAN vs. MENDEZ, FERNANDO

Filing Type: AMENDED PETITION *

Filing Instructions: Please file the attached document with the court.

Personal Filing Description: Almazan Filings 2011 *Optional*

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Total Page Count

In the **Total Page Count** field, ensure that the number you enter is accurate and matches the total number of pages you will upload. **If the number of pages does not match the number of pages you attempt to upload, the service will reject your upload and display an error message.**

FREEfax

Is this filing for an existing case in the Harris County District Courts? *

Will service be issued with this filing? *

Jurisdiction: Civil (Non-Family) *

Case Number: 200512345 * Court: 129

Style: ALMAZAN, HERNAN vs. MENDEZ, FERNANDO

Filing Type: AMENDED PETITION *

Filing Instructions: Please file the attached document with the court.

Personal Filing Description: Almazan Filings 2011 *Optional*

Total Page Count: 4 * Required by Local Rules

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Identify Who is Filing

Identify who is submitting the filing. If you are registered with our office as an attorney, please type in your bar number into the Bar Number field. If you are not an attorney simply check the **Non-Attorney** radio button or if you are a court reporter check the court reporter radio button and continue to the next field.

FREEfax

Is this filing for an existing case in the Harris County District Courts? *

Will service be issued with this filing? *

Jurisdiction: Civil (Non-Family) *

Case Number: 200512345 * Court: 129

Style: ALMAZAN, HERNAN vs. MENDEZ, FERNANDO

Filing Type: AMENDED PETITION *

Filing Instructions: Please file the attached document with the court.

Personal Filing Description: Almazan Filings 2011 *Optional*

Total Page Count: 4 * Required by Local Rules

Filing on Behalf of: **or** Attorney Non-Attorney Court Reporter

Bar Number: 22222222 * [Edit Address](#)

TEST, ATTORNEY (N/A)

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Filing on Behalf of

Identify for whom the document is being filed by choosing the name of the person on whose behalf you are filing from the drop-down list.

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are 'Filed for' with the checkbox.

Select:

New Party
 All Defendants
 All Plaintiffs
 ALMAZAN, HERNAN - (Plaintiff - Civil)
 MENDEZ, FERNANDO - (Defendant - Civil)

Add

Select multiple parties by holding down the **Ctrl** or **Shift** key while clicking.

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Adding a New Party

If you are adding a **New Party**, select “**Add New Party**” and several new fields will appear for you to enter additional information about the **New Party**.

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are 'Filed for' with the checkbox.

Party Role: *

Name: * Business Name

No Address:

Address Number: *

Street Name: *

Apartment:

City: *

Zip Code: *

State: *

Country: *

Phone:

Fax:



Required Data Fields

Please Note: All fields marked with *asterisks* are required and must be filled before you are allowed to Add the New Party.

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are 'Filed for' with the checkbox.

Party Role:	CROSS PLAINTIFF	*
Name:	Almazan, Mario	* <input type="checkbox"/> Business Name
No Address:	<input type="checkbox"/>	
Address Number:	201	*
Street Name:	Caroline Street	*
Apartment:		
City:	Houston	*
Zip Code:	77002	*
State:	TEXAS	*
Country:	UNITED STATES	*
Phone:	7135555555	
Fax:	(713) 555-5500	
	Save	Cancel

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New Party: Role Field

Once you've selected "Add New Party" please select "Party Role" from the drop-down menu and continue to the additional fields regarding the new party.

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are 'Filed for' with the checkbox.

Party Role: *
 Name: *
 No Address: *
 Address Number: *
 Street Name: *
 Apartment: *
 City: *
 Zip Code: *
 State: *
 Country: *
 Phone:
 Fax:

Business Name



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New Party: Name Field

In the **Name** field, enter last name, comma, then first name of the individual for whom you are filing.

If you are filing on behalf of a business, check the **Business Name** box to the right of the Name field. Then enter the name of the Business. Continue to the Address field.

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are 'Filed for' with the checkbox.

Party Role: CROSS PLAINTIFF *

Name: Almazan, Mario * Business Name

No Address:

Address Number: *

Street Name: *

Apartment:

City: *

Zip Code: *

State: *

Country: UNITED STATES *

Phone:

Fax:

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New Party: Address Field

If you do not have an address for the party on whose behalf you are filing, simply check the **No Address** box and continue to the other fields.

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are 'Filed for' with the checkbox.

Party Role: *

Name: * Business Name

No Address:

Phone:

Fax:



Adding a New Party

Once you have entered all the information you have regarding the New Party, click on the Save button to receive confirmation that the **New Party** has been **Added**.

Please Note: If any information has been entered incorrectly, you can click cancel and start all over.

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are 'Filed for' with the checkbox.

Party Role:	CROSS PLAINTIFF *	<input type="checkbox"/> Business Name
Name:	Almazan, Mario *	
No Address:	<input type="checkbox"/>	
Address Number:	201 *	
Street Name:	Caroline Street *	
Apartment:		
City:	Houston *	
Zip Code:	77002 *	
State:	TEXAS *	
Country:	UNITED STATES *	
Phone:	7135555555	
Fax:	(713) 555-5500	
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

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New Party **ERROR** Message

If you receive an ERROR Message when you attempt to Add a New Party, please check to ensure all the information has been entered and spelled correctly. If you are not sure the information is accurate, enter only the information you know is accurate and leave the other fields blank.

Parties

Please add all the parties involved with this filing from the list below. Be sure to include the party(ies) for whom the documents are filed. You must indicate the party(ies) for whom the documents are 'Filed for' with the checkbox.

Party Role:	CROSS PLAINTIFF *	<input type="checkbox"/> Business Name
Name:	Almazan, Mario *	
No Address:	<input type="checkbox"/>	
Address Number:	201 *	
Street Name:	Caroline Street *	
Apartment:		
City:	Houston *	
Zip Code:	77002 *	
State:	TEXAS *	
Country:	UNITED STATES *	
Phone:	7135555555	
Fax:	(713) 555-5500	
	Save	Cancel

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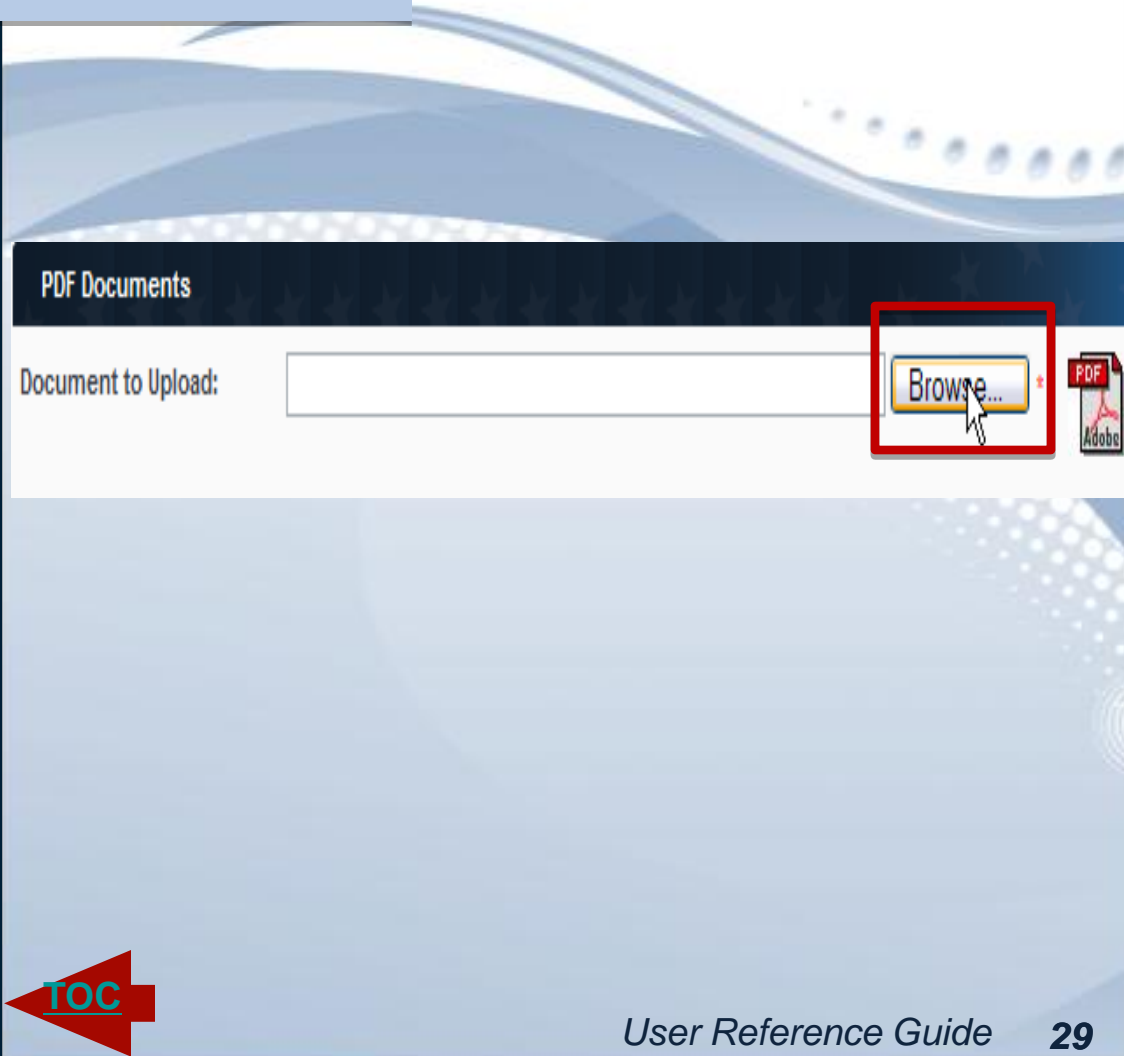
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Uploading a Document

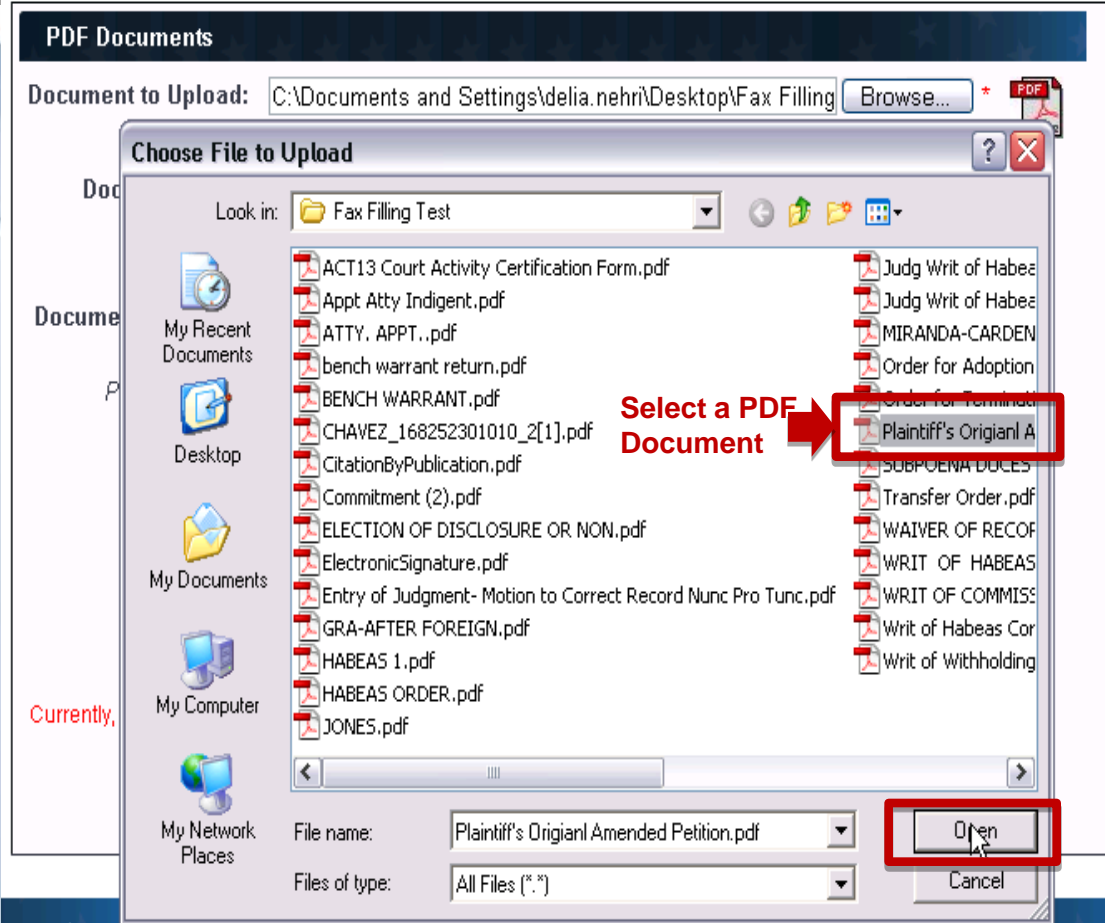
Once you have completed the **Filing on Behalf** of field, you will then be ready to **Upload** the document. Begin by clicking on the **Browse** button to navigate to the location where your document is stored on your computer.



Uploading a Document

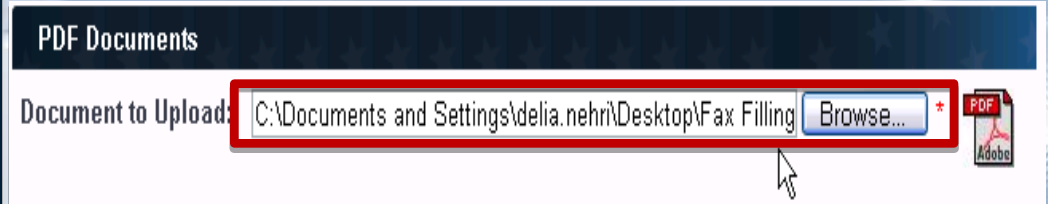
When you click on the **Browse** button, a window will open displaying a list of locations on your computer, including folders and drives.

Click on the location or folder where the PDF document is located. Then **double click** on it or click on the **OPEN** button to select it.



Uploading a Document

Once you've selected the document, you will be returned to the **Documents Upload** window where the name of the document you selected will be displayed in the top field.



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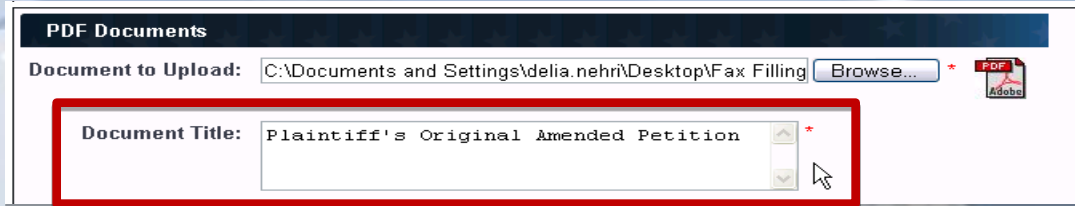
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Entering Document Title

Enter the title of the document you are filing in the **Document Title** field.

The **Document Title** is the identifying name printed on the document, such as “Plaintiff’s Original Petition,” “Motion for Continuance,” or other name.



The screenshot shows a window titled "PDF Documents". It has a "Document to Upload:" field with a file path and a "Browse..." button. Below it, the "Document Title:" field is highlighted with a red border and contains the text "Plaintiff's Original Amended Petition". There are up and down arrow buttons next to the text field, and a mouse cursor is pointing at the down arrow. A small Adobe PDF icon is visible in the top right corner of the window.



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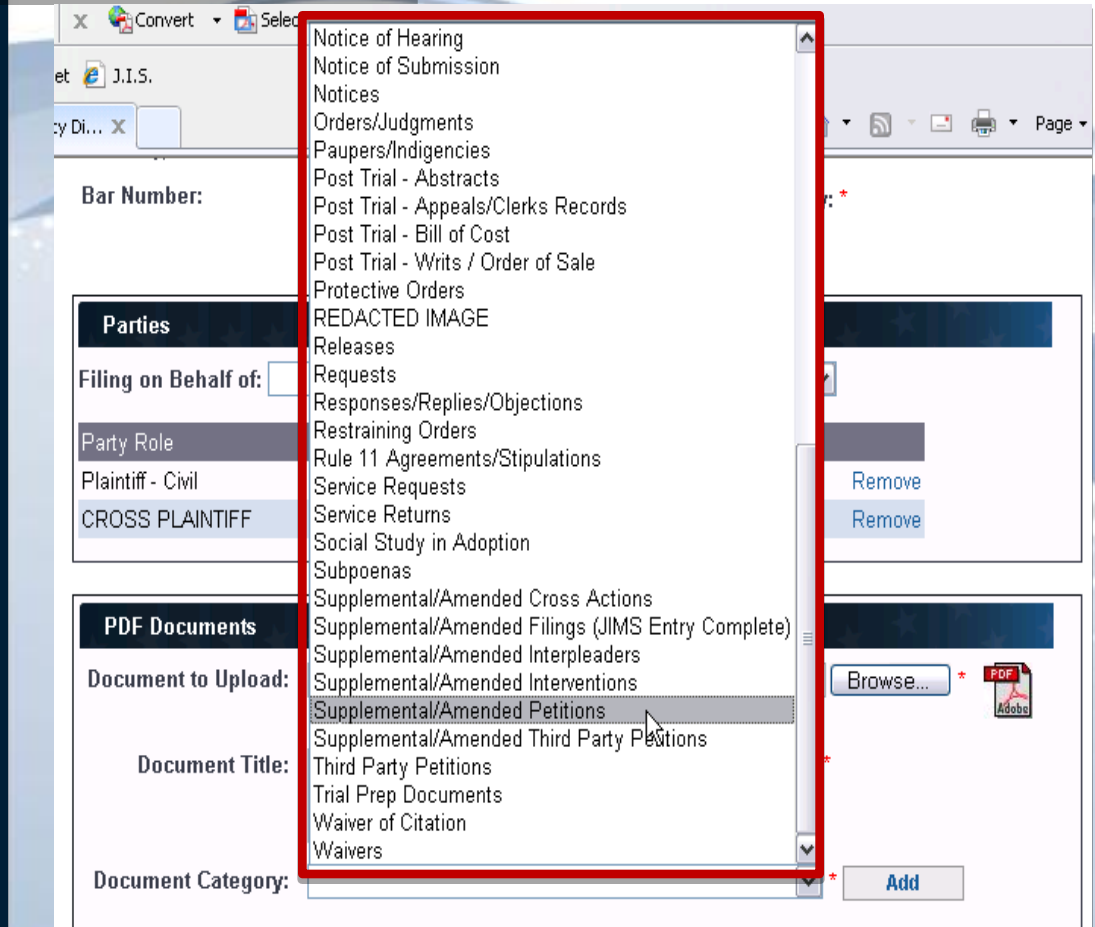


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Selecting Type of Document


From the drop-down menu select the **Type** of document you are submitting.



Adding a Document

After you have entered the required document information, click the on the **Add** button to add your document to your case filing. To add multiple documents, follow the same process to add each document. Your filing is not ready for upload until you have added at least one document.

PDF Documents

Document to Upload: C:\Documents and Settings\delia.nehri\Desktop\Fax Filing * 

Document Title: Plaintiff's Original Amended Petition *

Document Category: Supplemental/Amended Petitions *



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Adding a Document

You will be allowed to **Add** up to **200 documents** for any single filing, and to view a list of all the documents you've added to that filing.

Upon viewing your list, you will also be able to **delete** any documents you don't want to keep on your list.

1 document(s) available for FREEfax. Total page count: 4. You are currently up to: 0.16 Mb

Title	File Name	
Plaintiff's Original Amended Petition	Plaintiff's Original Amended Petition.pdf	Remove



Sending Your Document

If are satisfied with the list of documents you have added to your filing, click on the **Fax** button to submit the documents to the FREEfax filing service.

You **MUST** click the **Fax** button to complete your filing.

1 document(s) available for FREEfax. Total page count: 4. You are currently up to: 0.16 Mb

Title	File Name	
Plaintiff's Original Amended Petition	Plaintiff's Original Amended Petition.pdf	Remove

Fax



Upload Confirmation

If the fax service accepts your documents, a confirmation message will display, stating “**Your Files have Been Successfully Uploaded,**” and listing a **FREEfax Unique Trace Number** assigned to your filing, e.g.: **FAX14978620**. **Email Confirmation** will follow once we receive your documents.

FREEfax

Your FREEfax Filing has been successfully uploaded. The following Unique Trace Number has been assigned to your fax filing: FAX14979658. You will receive an email confirmation when your fax filing has been received. Additionally, you can follow the status of a filing on our [My FREEfax Filings](#) page.

← TOC



CHRIS DANIEL

 **HARRIS COUNTY DISTRICT CLERK**

Email Confirmation

When our office has received your documents, you will receive an **email confirmation**.

The email will also contain a **FREEfax Unique trace Number** for you to track your filing in the future.

Dear Valued Customer,

Your FREEfax Filing Batch 'Tracy's test' has been received. The following Unique Trace Number has been assigned to your fax filing: FAX14981041.

The following file(s) were received with this batch:

BloodBankNews_v05_2010.pdf

You will receive another email informing you if your fax filing has been 'ACCEPTED' or 'REJECTED' for filing by the Court Clerk.

Thank you for fax filing.

The Harris County District Clerk's Office

TOC



CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Email Confirmation

Once your filing has been received, a clerk will review it and send you an email confirming the status of your filing as either **“Accepted”** or **“Rejected.”**

Dear Valued Customer,

The trace number FAX14981042 has not been accepted.

[TOC](#)



CHRIS DANIEL

 HARRIS COUNTY DISTRICT CLERK

If Your filing is “Rejected”

If your FREEfax filing is “Rejected,” you will see a reason(s) why the filing was “Rejected.”

Dear Valued Customer,

The trace number FAX14981042 has not been accepted.

The filing was not accepted for the following reason:

Other

testing

Thank you for fax filing.

The Harris County District Clerk's Office

[TOC](#)



CHRIS DANIEL

 HARRIS COUNTY DISTRICT CLERK

Checking Filing Status

Remember you can also check the status of your FREEfax filings by going to the My FREEfax Filings page to see the list of your recent filings.

My FREEfax Filings

PENDING (Not Filed)

Trace	Description	Case/Cause	Docs	Submitted	Accepted	Clerk
No records found.						

RECENT FILINGS (TOP 20)

Trace	Description	Case/Cause	Docs	Submitted	Accepted	Clerk
<input type="checkbox"/>	FAX14981042	REJECT - TEST ONLY	1	08/14/2010 02:19 PM	No 08/14/2010	TRACY HOPPER
<input type="checkbox"/>	FAX14981041	Tracy's test	1	08/14/2010 01:58 PM	Yes 08/14/2010	TRACY HOPPER

SEARCH *(please enter at least one search criteria)*

Trace #	Case/Cause	PFD	File date range		Process date		Clerk
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> From	<input type="text"/> To	<input type="text"/> From	<input type="text"/> To	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>					

* PFD refers to Personal Filing Description



My FaxFilings Page

To navigate to the **My FaxFilings** page follow the login process for www.hcdistrictclerk.com, if you are not already logged in.

On the **Homepage**, select **Online Services** from the drop-down menu then select **My FaxFilings** or just click on the **FREEfax** icon on the Homepage.

The screenshot shows the homepage of the Chris Daniel Harris County District Clerk website. The header includes the Harris County Seal, the name 'Chris Daniel', and the title 'Harris County District Clerk'. A navigation menu at the top includes 'Home', 'Civil', 'Family', 'Criminal', 'Child Support', 'Online Services', 'HR', 'About Us', 'Court Registry', 'Customer Service', 'Jury', and 'FAQs'. A search bar is located on the right. A red box highlights the 'Online Services' dropdown menu, which contains the following options: 'Search Our Records and Documents', 'Forms', 'Docket Search', 'FREEfax', 'My FREEfax Filings' (highlighted with a mouse cursor), 'eFiling', 'Order History', 'Update Address / Information', 'Attorney Vacation', 'Search Attorney Vacation', 'Change Password', 'Basket', and 'Public Reports'. Below the navigation menu is a 'Quick Links' section with icons for 'Costs and Fees', 'Child Support Records', 'Jury Services', 'Search Records & Documents', 'Checks', 'FREEfax', 'Forms', 'Government Agencies', 'Historical Documents', and 'Contact Us'. A red arrow labeled 'TOC' points to the 'My FaxFilings' option in the dropdown menu.



Filings in Pending Status

On the My FaxFilings page, you will see a list your filings that are still **Pending** in the Pending tab.

Houston, Texas | November 19, 2010

My FREEfax Filings

Pending Recent Search

Not Filed

	Trace no.	Case/Cause	PFD*	Docs	Submitted	Status	Processed	Clerk
<input checked="" type="checkbox"/>	FAX14997171		PostJudgmentTransfer	1	11/16/2010 12:41 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997170		PostJudgmentTransferTest	1	11/16/2010 12:26 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997169	reyes answer		1	11/12/2010 03:08 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997168		PostJudgmentTransferTest	1	11/11/2010 04:38 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997166		PostJudgmentTransferTest	1	11/11/2010 03:30 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997164		PostJudgmentTransferTest	1	11/11/2010 01:28 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997163		PostJudgmentTransferTest	1	11/11/2010 12:48 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997162		PostJudgmentTransferTest	1	11/11/2010 12:09 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997161		PostJudgmentTransferTest	1	11/11/2010 12:02 PM	Pending	N/A	N/A
<input checked="" type="checkbox"/>	FAX14997160		PreDemoTesting	1	11/10/2010 01:30 PM	Pending	N/A	N/A

* PFD refers to Personal Filing Description



Your Top 20 Filings

The recent tab will contain a list of your **Top-20 Most-Recent Filings**, both “Accepted” or “Rejected” filings.

My FREEfax Filings

Pending **Recent** Search

TOP 20

	Trace no.	Case/Cause	PFD*	Docs	Submitted	Status	Processed	Clerk
<input checked="" type="checkbox"/>	FAX14985099	200012345	Reject	1	09/08/2010 10:27 PM	Rejected	09/08/2010	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX14981514	200512345	Almazan Filings 2010	1	08/18/2010 10:34 AM	Rejected	08/18/2010	RUTH MCDUGLE
<input checked="" type="checkbox"/>	FAX14981044	200512345	tseet	1	08/15/2010 06:14 PM	Rejected	08/15/2010	TRACY HOPPER
<input checked="" type="checkbox"/>	FAX14981043	200012345	MyTest	1	08/15/2010 05:49 PM	Accepted	08/15/2010	TRACY HOPPER
<input checked="" type="checkbox"/>	FAX14981042	199802223	REJECT - TEST ONLY	1	08/14/2010 02:19 PM	Rejected	08/14/2010	TRACY HOPPER
<input checked="" type="checkbox"/>	FAX14981041	200512345	Tracy's test	1	08/14/2010 01:58 PM	Accepted	08/14/2010	TRACY HOPPER



CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Using the SEARCH Function

Use the **Search Function** in the third tab to search for your filings.

The **Search Function** offers multiple options for searching your filings, including **Trace Number**, **PFD (Personal Filing Description)**, **Filing Date**, **Case/Cause Number** and other options.

My FREEfax Filings

Pending Recent **Search**

Please enter at least one search criteria

Trace #	Case/Cause	PFD*	File date range		Process date		Clerk
<input type="text"/>	<input type="text"/>	<input type="text"/>	From	To	From	To	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>					

* PFD refers to Personal Filing Description



Viewing a Document

To view an “Accepted” file-stamped document, simply click on the **Image Number** and a new window displaying your document will open.

Please Note: You will only be able to view images of documents that have been “Accepted” **1-2 days after filing.**

RECENT FILINGS (TOP 20)

Trace	Description	Case/Cause	Docs	Submitted	Accepted	Clerk
- FAX14981043	MyTest	200012345	1	08/15/2010 05:49 PM	Yes 08/15/2010	TRACY HOPPER
Image	Title	File Name		File Date	Notes	Pages
46076593	Document Title test	pjcostbill.pdf		8/15/2010 5:50:00 PM		2
+ FAX14981042	REJECT - TEST ONLY	199802223	1	08/14/2010 02:19 PM	No 08/14/2010	TRACY HOPPER



To Learn More

To learn more about our FREEFax Online Filing Service visit www.hcdistrictclerk.com and use the **FREEFax Filing** links in the **What's New** section on our **Homepage**.

The screenshot shows the homepage of the FREEFax service. At the top right is the 'FREE fax' logo. Below it is a 'Quick Links' section with icons for 'Costs and Fees' (calculator), 'Child Support Records' (ABC blocks), 'Jury Services' (gavel), 'Search Records & Documents' (magnifying glass over document), and 'Background Checks' (magnifying glass over fingerprint). To the right of these links is another 'FREE fax' logo and the text 'FREEfax' and 'HDCDC in the Ne'. Below the quick links is a 'What's New?' section, which is highlighted with a red box. This section contains the text 'Sign our Petition to Help Make Free E-filing a Reality!' and a link for 'FREEFax User Guide'. To the right of the 'What's New?' section, there are more links including 'Humble Inf', 'Loren Jack', and 'Free & E-fil'. At the bottom left of the screenshot is a red arrow pointing left with the text 'TOC'. At the bottom right of the screenshot is the text 'User Reference Guide 47'.

TOC

User Reference Guide 47



CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

If you Still Have Questions

If you still have questions about FREEfax after referring to our User Guide, email them to FREEfax@hcdistrictclerk.com.

All questions will be answered by our FREEfax representative in the order they are received.

Please Note: At this time, **our call center agents are not authorized to answer questions about FREEfax.**

All questions should be emailed to our FREEfax representative.



TOC



CHRIS DANIEL

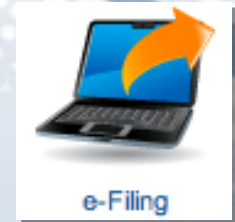
 HARRIS COUNTY DISTRICT CLERK

FREEfax is NOT e-Filing

Please note: FREEfax filing service is **NOT e-Filing**.

If you are interested in e-Filing, please visit www.hcdistrictclerk.com and click on the e-Filing icon on our Homepage.

FREE *fax* is not



TOC



CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Another Technology Initiative
Brought to You By

**Chris Daniel,
The Harris County District Clerk**

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