

User Guide

Welcome to FREEfax

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



PLEASE NOTE the following,
before accessing our User Guide:

- **FREEfax** is available for both **Public and Government Entities** in all **Civil District Courts**, and the **280th and 310th Family District Courts**. **Public Entities** will only be allowed to fax filings with **NO Associated Court Fees**.
- **ONLY DOCUMENTS WITH NO ASSOCIATED COURT COSTS** are allowed through **FREEFax**. If you attempt to upload documents with associated court fees, your upload will be **REJECTED**.
- **Our FREEfax Filing System only accepts 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 to convert your documents before you upload them.



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User Reference Guide

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CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

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Registering for FREEfax

If you have not registered on our website, simply visit our Homepage at www.hcdistrictclerk.com and click on the **New User** icon in the top-navigation bar and you will be directed to the the website's information overview page.

Chris Daniel
Harris County District Clerk

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

Get Online, Hot 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
\$ 61,820.72
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Child Support Records Jury Services Search Records & Documents Background Checks e-Filing Forms Government Agencies Historical Documents Contact Us

What's New? DCO in the News

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CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Registering for www.hcdistrictclerk.com

Once you've read the information on the overview page, click on the **Proceed** button to access our website Registration Form.

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

Welcome to the Website of Chris Daniel, Harris County District Clerk

The following was compiled to provide an overview of the system, please take a few minutes to read this valuable information.

Types of Documents Available

The District Clerk maintains the case (cause) files for all cases (causes) filed in the Harris County District Courts and County Criminal Courts at Law. This system was not designed to provide an index of all cases (causes) filed with Harris County District Clerk. It was designed to provide an index of certain types of documents maintained by the District Clerk in electronic form and available to the public for purchase via the Internet. The documents available through the system constitute the "minutes" of the Harris County Civil District Courts (non-family). A "minute" document can be defined as any document in a case (cause) to which the judge affixes his/her signature.

We began maintaining the "minutes" of the Harris County Civil District Courts in electronic form subsequent to October, 1998. If you require documents filed before this date, please refer to the [About Us](#) page for information on how to obtain copies of those documents.

Technical Information ...

Exemplified documents can only be obtained using the Mail or Pickup delivery functions at this time.

Proceed **Cancel**

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CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Registering for FREEfax

Once you've accessed the New User Registration form. Enter the requested information in the fields provided. When you finish filling out the form, click on the **Proceed** button to continue.

*Please Note: The fields marked with an ***asterisk*** are required fields where you must enter information before you can proceed.*

New User Registration

Warning: Supplying false individual information is unlawful and may result in civil and criminal penalties.

Name (Last, First Middle Initial): *

Email (Will be used as your login ID): *

Street Nbr or the words 'PO BOX':

Street Name or PO BOX 'number':

Street Line 2:

City:

State (ignored if not United States): ▼

State/Province Zip (outside of U.S.):

Zip (U.S. only): Ext:

Country: ▼

Phone: () - * Ext:

Local/Long Free Fax: () -

e-Docs Mailing List:

Exemplified documents can only be obtained using the Mail or Pickup delivery functions at this time.

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CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Registering for FREEfax

After clicking the **Proceed** button, if you have successfully submitted your registration form, you will see the following message appear **in red text** near the top of the registration form.

"You have been successfully registered and your password will be e-mailed to you."

New User Registration

Warning: Supplying false individual information is unlawful and may result in civil and criminal penalties.

You have been successfully registered and your password will be e-mailed to you.

Name (Last, First Middle Initial):

Email (Will be used as your login ID):

Street Nbr or the words 'PO BOX':

Street Name or PO BOX 'number':

Street Line 2:

City:

State (ignored if not United States):

State/Province Zip (outside of U.S.):

Zip (U.S. only): Ext:

Country:

Phone: () - Ext:

Local/Toll-Free Fax: () -

e-Docs Mailing List:

Exemplified documents can only be obtained using the Mail or Pickup delivery functions at this time.

Proceed


Cancel

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Logging in to FREEfax

Once you receive your Password by email, you can start using FREEfax.

Simply login to www.hcdistrictclerk.com by entering the email address you used to register for our website along with the password that was emailed to you, then click on the  button.



Chris Daniel
Harris County District Clerk

login E-mail S@S.COM Password ***** Login

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

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
\$ 59,719.52
Help reduce this cost. **Please e-file!**

Jury Assembly Room

Quick Links

- Costs and Fees
- Child Support Records
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- e-Filing
- Forms
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Logging in to FREEfax

You will see the FREEfax icon displayed on the Homepage but must be logged in to the website to access FREEfax.

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

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

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!**

Child Support

Quick Links

- Costs and Fees
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- Jury Services
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Terms and Conditions

On the **FREEfax** filing page, you must read the notification regarding the **Terms and Conditions of Service**, and **click on the checkbox** to confirm you have **“Read, understand and agree”** to the Terms and Conditions, then select filing for option in blue section then **click on the AGREE button**, before continuing to the **Upload Page**.

HELP TIP: To ensure the appropriate features for your filing are displayed, check only the first checkbox on the Terms and Conditions page, then select filing for option in blue section then click on the AGREE button to continue.

FREEfax

Terms and Conditions

FREEfax is available for both Public and Government Entities in all Civil District Courts, and the 280th and 310th Family District Courts. Public Entities will only be allowed to fax filings with No Associated Court Fees.

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 I;

I am filing:

- No-Fee Public Document(s)
- on behalf of a governmental entity
- on behalf of an indigent filer
- for a Protective Order case
- for a Texas Workforce Commission case

AGREE

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Uploading a Document

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

Please note: If you enter a case number not associated with a Mandated Court, your filing will be automatically rejected.

All fields on the form 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

PLEASE NOTE: Our public-accessible FREEfax filing only allows...

- Public, CMII case filings, having no associated court fees.
- Filing in the following mandated courts: All CMII Courts, 282th and 310th.
- 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 to convert your documents before you upload them. The uploaded documents must have a valid signature according to the Local Rules for Fax Filing.

Jurisdiction: *

Case Number: *

Filing Type: *

Filing Instructions:

Personal Filing Description: Optional

Filing Entity: Attorney Non-Attorney Court Reporter

Bar Number: 22222222 *

TEST, ATTORNEY

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 Category: *

Document Title: *

Please insert here the exact title of the document. Examples include "Plaintiff's Original Petition" or "Defendant John Doe's First Amended Designation of Expert and Fact Witnesses".

Document to Upload: *

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.



Jurisdiction Field

As we are currently accepting filings for **Civil (Non-family) Cases, Family Cases in the 280th and 310th** with no associated court fees through FREEfax. You will need to select the appropriate **Jurisdiction** for your case.

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PLEASE NOTE: Our public-accessible FREEfax filing only allows...

1. Public, Civil case filings, having no associated court fees.
2. Filing in the following mandated courts: All Civil Courts, 280th and 310th.
3. 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 to convert your documents before you upload them. The uploaded documents must have a valid signature according to the Local Rules for Fax Filing.*

Jurisdiction:	Civil (Non-Family) 
Case Number:	Civil (Non-Family)
Style:	Family IV-D



Entering a Case Number

As you can only file on an **existing case**, you are required to enter a valid **Case Number** in the **Case Number** field.

HELP TIP: Once you have entered a valid case number, the Style Data Field will automatically be filled in for you based on the case number you enter.

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PLEASE NOTE: Our public-accessible FREEfax filing only allows...

1. Public, Civil case filings, having no associated court fees.
2. Filing in the following mandated courts: All Civil Courts, 280th and 310th.
3. 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 to convert your documents before you upload them. The uploaded documents must have a valid signature according to the Local Rules for Fax Filing.*

Jurisdiction:	Civil (Non-Family)	▼
Case Number:	200512345	* Court: 129

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HARRIS COUNTY DISTRICT CLERK

Filing Type

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


HELP TIP: To display drop-down menu, click on the down arrow in the blue shaded box  on the right-hand side of the Document Category field.

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PLEASE NOTE: Our public-accessible FREEfax filing only allows...

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2. Filing in the following mandated courts: All Civil Courts, 280th and 310th.
3. 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 to convert your documents before you upload them. The uploaded documents must have a valid signature according to the Local Rules for Fax Filing.*

Jurisdiction: Civil (Non-Family) 

Case Number: 200512345 Court: 129

Style: ALMAZAN, HERNAN vs. MENDEZ, FERNANDO

Filing Type: 

Filing Instructions:

Personal Filing Description:

Filing Entity:

Bar Number:

Parties

AMENDED CROSS ACTION/COUNTER
 AMENDED GARNISHMENT
 AMENDED INTERPLEADER
 AMENDED INTERVENTION
 AMENDED PETITION
 AMENDED THIRD PARTY PETITION
 ANSWER
 CONTESTED PAUPER'S OATH
 NO FEE DOCUMENTS NOT ANSWERS
 NO FILING FEE
 PAUPERS OATH
 SUGGESTION OF DEATH
 WAIVER
 WAIVER OF APPEARANCE
 WAIVER OF CITATION



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Filing Instructions

Enter any instructions you may have for the clerk processing the filing you are submitting in the field provided.

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PLEASE NOTE: Our public-accessible FREEfax filing only allows...

1. Public, Civil case filings, having no associated court fees.
2. Filing in the following mandated courts: All Civil Courts, 280th and 310th.
3. 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 to convert your documents before you upload them. The uploaded documents must have a valid signature according to the Local Rules for Fax Filing.*

Jurisdiction:	Civil (Non-Family) <input type="button" value="v"/>
Case Number:	200512345 * Court: 129
Style:	ALMAZAN, HERNAN vs. MENDEZ, FERNANDO
Filing Type:	AMENDED PETITION <input type="button" value="v"/>
Filing Instructions:	Please file the attached document with the court <input type="button" value="v"/>



Personal Filing Description

Enter a **Personal Filing Description** 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

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PLEASE NOTE: Our public-accessible FREEfax filing only allows...

1. Public, Civil case filings, having no associated court fees.
2. Filing in the following mandated courts: All Civil Courts, 280th and 310th.
3. 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 to convert your documents before you upload them. The uploaded documents must have a valid signature according to the Local Rules for Fax 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 <small>Optional</small>

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HARRIS COUNTY DISTRICT CLERK

Filing on Behalf of

In this field, you will identify who prepared the document. If you are NOT an attorney, but are submitting the documents for an attorney, please click on the Attorney radio button, then enter the attorney's bar number in the field provided.

If you are NOT an attorney, and are NOT submitting the documents for an attorney, simply check the **Non-Attorney** radio button and continue to the next field. If you are a court reporter select the Court Reporter radio button



Filing Entity: Attorney Non-Attorney Court Reporter
Bar Number: 22222222
TEST, ATTORNEY () [Edit Address](#)

HELP TIP: If the Attorney address displayed is incorrect or needs to be updated, simply click on the [Edit Address](#) link to the right of the address and a new window will appear where you can make changes to the address.




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Parties Involved

Identify all the parties involved with your filing from the list provided.

Use the scroll bar on the right-hand side to move up and down through the list. Once you've selected all the parties involved, click on the  button.

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.

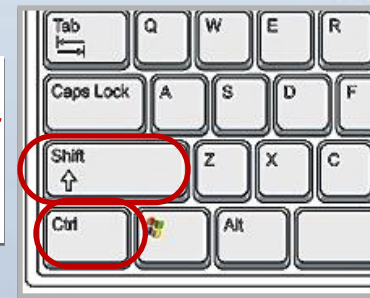
Select: New Party Parties Represented by Filing Attorney All Defendants All Plaintiffs

ALMAZAN, HERNAN - (Plaintiff - Civil)

MENDEZ, FERNANDO - (Defendant - Civil)

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

HELP TIP: To select multiple parties from the list, hold down the **Control Key** or **Shift Key** on your keyboard, then click on each name you would like to add.



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Parties Involved: File for Role

When you have successfully added the Parties involved in your filing, they will appear under the **File for Role** section.

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
- Parties Represented by Filing Attorney
- All Defendants
- All Plaintiffs
- ALMAZAN, HERNAN - (Plaintiff - Civil)
- MENDEZ, FERNANDO - (Defendant - Civil)

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

File for	Role	Name
<input checked="" type="checkbox"/>	Plaintiff - Civil	ALMAZAN, HERNAN
	Attorney Name: KAHN, SANFORD BART	Address: No Address Found

HELP TIP: If you select and add a party by mistake, you can easily remove it from your list. First, check the tickbox to the left of the Party Name, then click on the word "Remove" at the far right of the screen, and the Party name should disappear from the list.

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Adding a New Party

If you are adding a **New Party**, select “**New Party**” from the drop-down menu, then click the button.

Add

HELP TIP: Be sure to click on **New Party** from the drop-down menu to highlight it before clicking on the Add button. If “Add New Party” has not been highlighted in the drop-down menu, the additional New Party information fields will not display.

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** Add

- Parties Represented by Filing Attorney
- All Defendants
- All Plaintiffs
- ALMAZAN, HERNAN - (Plaintiff - Civil)
- MENDEZ, FERNANDO - (Defendant - Civil)

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

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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: ▼*

Name: * Business Name

No Address:

Address Number: *

Street Name: *

Apartment:

City: *

Zip Code: *

State: ▼*

Country: ▼*

Phone:

Fax:

← TOC



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Party Role

Once you've clicked on the **Add** button to add the **New Party**, several new fields will appear below for you to enter the additional information about the **New Party**.

First, Identify the Role of the **New Party** by selecting from the drop-down menu, then 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

- ATTORNEY AD LITEM - CIVIL
- CONFIDENTIAL PARTY CONNECTION
- CONTESTANT PARTY
- COURT REPORTER - CIVIL
- CROSS DEFENDANT
- CROSS PLAINTIFF
- CROSS RELATOR
- CROSS RESPONDENT
- DEFENDANT - CIVIL
- GUARDIAN AD LITEM
- INTERPLEADER DEFENDANT
- INTERPLEADER PLAINTIFF
- INTERVENOR DEFENDANT
- INTERVENOR PLAINTIFF
- INTERVENOR RELATOR
- INTERVENOR RESPONDENT
- MEDIATOR
- OBLIGEE
- OBLIGOR
- PLAINTIFF - CIVIL
- PRO HAC VICE ATTORNEY
- REGISTERED AGENT
- RELATOR - CIVIL
- RESPONDENT - CIVIL
- THIRD PARTY DEFENDANT
- THIRD PARTY PLAINTIFF
- WITNESS ON INSTANCE OF DEFENDANT
- WITNESS ON INSTANCE OF PLAINTIFF (D)

File for	Role	Remove
<input checked="" type="checkbox"/>	Plaintiff - Civil Attorney Name: K...	Remove

PDF Documents



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 and 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: PLAINTIFF - CIVIL

Name: Almazan, Mario Business Name

No Address:

Address Number:

Street Name:

Apartment:

City:

Zip Code:

State: TEXAS

Country: UNITED STATES

Phone:

Fax:

Save Cancel



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: PLAINTIFF - CIVIL

Name: Almazan, Mario Business Name

No Address:

Phone:

Fax:

Save Cancel

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HARRIS COUNTY DISTRICT CLERK

New Party: Final Step

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 will receive an **ERROR MESSAGE**.

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:	PLAINTIFF - CIVIL	-	
Name:	Almazan, Mario	-	<input type="checkbox"/> Business Name
No Address:	<input type="checkbox"/>		
Address Number:	201	-	
Street Name:	Caroline Street	-	
Apartment:	<input type="text"/>		
City:	Houston	-	
Zip Code:	77002	-	
State:	TEXAS	-	
Country:	UNITED STATES	-	
Phone:	7135555555		
Fax:	7135555500		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			



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	*
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	
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

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CHRIS DANIEL



HARRIS COUNTY DISTRICT CLERK

Uploading a Document

Once you have completed the **Filing on Behalf** of field, you will then be ready to **Upload** the document.

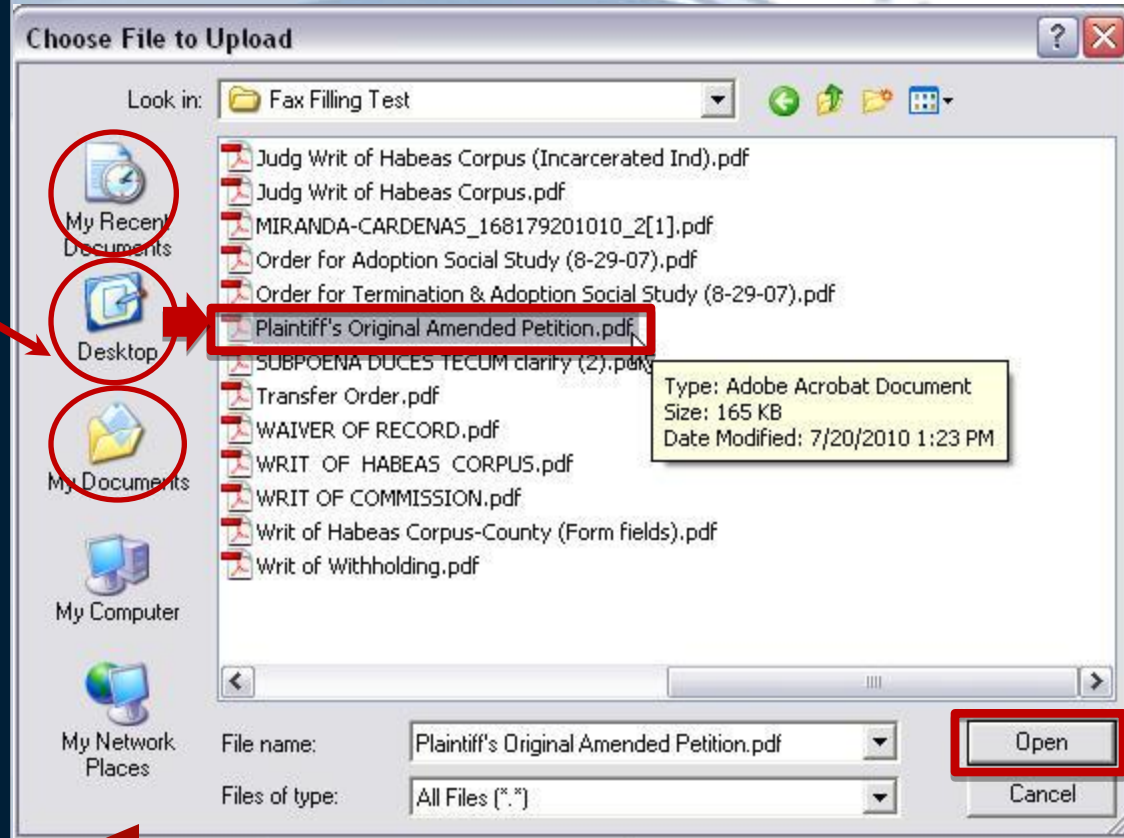
Begin by clicking on the **Browse** button to navigate to the location where your PDF document is stored on your computer.



Uploading a Document

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

Click on the location or folder where the PDF document is stored. Once you see the PDF you would like to upload, **double click on it** or **click on it once** to highlight it, then click on the **OPEN** button to select it, and you will be returned to the upload window once the document has been selected.



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CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Uploading a Document

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

Document to Upload:

K:\Fax Filing Test\Plaintiff's Original Amended Petition.pdf

Browse...



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Document Category

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

PDF Documents

Document Category: [Dropdown Menu]

Document Title:

Document to Upload: [Browse...]

Please Note:

Currently, no documents are available.

Documents | Forms | Agencies

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User Reference Guide 29



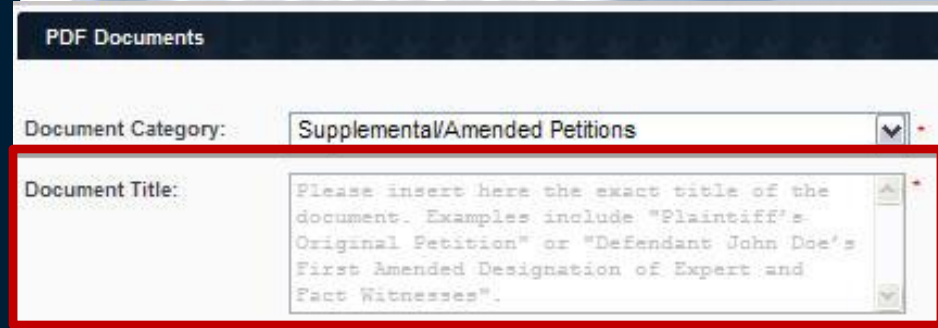
CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

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.



PDF Documents

Document Category: Supplemental/Amended Petitions

Document Title: Please insert here the exact title of the document. Examples include "Plaintiff's Original Petition" or "Defendant John Doe's First Amended Designation of Expert and Fact Witnesses".

HELP TIP: You will notice that the Document Title field contains ghosted (faded) text. The text contained is simply sample text that will disappear once you begin typing the title of your document.

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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 you enter into the **Total Page Count** field does not match the number of pages you attempt to upload, the fax service will **Reject** your upload and display an **ERROR** message.

PDF Documents

'Plaintiff's Original Amended Petition.pdf' has been added:

Document Category:

Document Title:

Document to Upload: 

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.

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	<input type="button" value="Remove"/>

Total Pages in Filing: * Required by Local Rules



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.

HELP TIP: To add multiple documents to your filing, 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 Category: Supplemental/Amended Petitions

Document Title: Plaintiff's Original Amended Petition

Document to Upload: K:\Fax Filing Test\Plaintiff's Original Amended Petition.pdf



Adding Multiple Documents

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: 0.18 Mb

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

Total pages in Filing: * Required by Local Rules

HELP TIP: The list of documents you have added will display in the area shown above.

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Submitting 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.

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

Total Pages in Filing: * Required by Local Rules

FAX



Confirmation on your Upload

If our fax service “Accepts” your documents, a confirmation message will display, stating that:

“Your Files have Been Successfully Uploaded,” and listing a **FREEfax Unique Trace Number** assigned to your filing, e.g.: **FAX14978620**.

An **Email Confirmation** will follow once a clerk has received 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.

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CHRIS DANIEL

 **HARRIS COUNTY DISTRICT CLERK**

Email Confirmation: Documents Received

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

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CHRIS DANIEL

 **HARRIS COUNTY DISTRICT CLERK**

Email Confirmation: Document Status

Once your filing has been received, a clerk will review it and send you an email confirming the status of your filing as either “**Approved**” or “**Not Accepted**.”

Dear Valued Customer,

The trace number FAX14981042 has not been accepted.

Dear Valued Customer,

The trace number FAX14991823 has been approved.

Personal Filing Description: Answer & COWD

Case Number : 201060816

SSR WM TEXAS LP (THE MCGREGOR APARTMENTS VS. HARRIS COUNTY APPRAISAL DISTRICT

The filing contained the following file(s):

46613007 : SSR WM; 2010-60816 - Defendant Original Answer 10-11-10.pdf

46613008 : SSR WM; 2010-60816 - Defendant Certificate of Written Discovery 10-11-10.pdf

Your documents will be viewable in our system within 1-2 business days.

Thank you for fax filing.

The Harris County District Clerk's Office

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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

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CHRIS DANIEL

 HARRIS COUNTY DISTRICT CLERK

Checking Status of Your Filings

Remember you can also check the status of your FREEfax filings by going to the **My FREEfax Filings** page to see a list of your recent 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	Accepted	09/08/2010	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX14981514	200512345	Almazan Filings 2010	1	08/18/2010 10:34 AM	Accepted	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	Accepted	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



My FREEfax Filings 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 Harris County District Clerk', and a search bar. A navigation menu is visible with 'Online Services' highlighted. A dropdown menu is open under 'Online Services', with 'My FREEfax Filings' selected and highlighted in blue. Other options in the dropdown include 'Search Our Records and Documents', 'Forms', 'Docket Search', 'FREEfax', 'eFiling', 'Order History', 'Update Address / Information', 'Attorney Vacation', 'Search Attorney Vacation', 'Change Password', 'Basket', and 'Public Reports'. Below the dropdown, there are 'Quick Links' for various services like 'Costs and Fees', 'Child Support Records', 'Jury Services', 'Search Records & Documents', 'Checks', 'FREEfax', 'Forms', 'Government Agencies', 'Historical Documents', and 'Contact Us'.

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CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Filings in Pending Status

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

On the My FaxFilings page, you will see three TABS, at the top of the page, with the first TAB already displaying the list of your filings that are still Pending.

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HARRIS COUNTY DISTRICT CLERK

Most-Recent Top-20 Filings

If you click on the middle TAB you will see a list of your **Top-20 Most-Recent Filings**, showing the status of each filing as either **Accepted** or **Rejected**.

Houston, Texas | November 24, 2010

My FREEfax Filings

Pending **Recent** Search

TOP 20

	Trace no.	Case/Cause	PFD*	Docs	Submitted	Status	Processed	Clerk
<input checked="" type="checkbox"/>	FAX15000397	200812345	1	2	11/24/2010 01:07 PM	Accepted	11/24/2010	TRACY HOPPER
<input checked="" type="checkbox"/>	FAX14985099		Reject	1	09/08/2010 10:27 PM	Rejected	09/08/2010	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX14981514		Almazan Filings 2010	1	08/18/2010 10:34 AM	Rejected	08/18/2010	RUTH MCDUGLE
<input checked="" type="checkbox"/>	FAX14981044		tseet	1	08/15/2010 06:14 PM	Rejected	08/15/2010	TRACY HOPPER
<input checked="" type="checkbox"/>	FAX14981043		MyTest	1	08/15/2010 05:49 PM	Accepted	08/15/2010	TRACY HOPPER
<input checked="" type="checkbox"/>	FAX14981042		REJECT - TEST ONLY	1	08/14/2010 02:19 PM	Rejected	08/14/2010	TRACY HOPPER
<input checked="" type="checkbox"/>	FAX14981041		Tracy's test	1	08/14/2010 01:58 PM	Accepted	08/14/2010	TRACY HOPPER



Using the SEARCH Function

In the third TAB, use the **Search Function** to search for your submitted 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.

Use one or more of the **SEARCH** options to conduct your search.

Houston, Texas | November 19, 2010

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

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CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

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.**

Houston, Texas | November 24, 2010

My FREEfax Filings

Pending **Recent** Search

TOP 20

Trace no.	Case/Cause	PFD*	Docs	Submitted	Status	Processed	Clerk
 FAX15000397	200812345	1	2	11/24/2010 01:07 PM	Accepted	11/24/2010	TRACY HOPPER

Image	Title	Category	File Date	Pages
 46984888	Test Filing	Answers	11/24/2010 1:07:00 PM	1
 46984889	FREEfax Cover Sheet	FREEfax Cover Sheet	11/24/2010 1:07:00 PM	1

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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 top portion of the HCDC website. It features a 'Quick Links' section with icons for 'Costs and Fees', 'Child Support Records', 'Jury Services', 'Search Records & Documents', and 'Background Checks'. Below this is a 'What's New?' section with a prominent link for 'FREEFax User Guide' highlighted by a red box. A red arrow points from the text on the left to this link. Other visible text includes 'Sign our Petition to Help Make Free E-filing a Reality!' and 'HDCDC in the News'.



Still Have Questions?

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

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

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

All questions should be emailed to our FREEfax representative at FREEfax@hcdistrictclerk.com.

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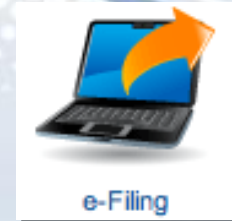
 **HARRIS COUNTY DISTRICT CLERK**

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



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CHRIS DANIEL

HARRIS COUNTY DISTRICT CLERK

Thank You
for using
FREEfax.



Another Technology Initiative
Brought to You by
Chris Daniel,
The **Harris County District Clerk**



CHRIS DANIEL

 **HARRIS COUNTY DISTRICT CLERK**