



Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | www.hcdistrictclerk.com

FREEfax Filing Features

FREEfax is our online fax filing service that's Fast, Easy and FREE. Currently we are only accepting filings for Civil cases for **ALL Civil District Courts, 280th and the 310th Family District Courts, 183rd, 185th, 230th, 262nd and 351st Criminal District Court**. Only Documents with no associated court cost are allowed through FREEfax. FREEfax filing system only accepts documents in **PDF format and the uploaded documents must have a valid signature according to the Local Rules for Fax Filing.**

How do I FREEfax?

To FREEfax file you have to login to our website at <http://www.hcdistrictclerk.com> with your user name and password. Once logged in, click on the FREEfax icon on the home page.



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, Understood and agree”** to the terms and conditions. Then click on the AGREE button to continue.

Before uploading your filing you will be asked to enter information identifying the type of document you are filing. All fields on your form marked with asterisks * are required fields and must be filled before you upload any documents.

Jurisdiction Field

We are accepting filings for **Felony Jurisdiction, Misdemeanor Jurisdiction coming soon**. Select the appropriate jurisdiction from the list provided.

Case Number

As you can only file on an **existing case**, you are required to enter a valid **Case Number** in the field. The Style data field will automatically be filled in for you based on the case number you entered.

Filing Type

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

Filing Instructions

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

Jurisdiction:	Felony	*
Case Number:	131830501010	* Court: 351
Style:	The State of Texas vs. CABALLERO, JOSUE (SPN: 02545353)	
Filing Type:	Notice of Appeal	*
Filing Instructions:	<div style="border: 1px solid gray; height: 40px;"></div>	
Personal Filing Description:	<div style="border: 1px solid gray; width: 100px; height: 15px;"></div>	Optional



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Personal Filing Description

You may enter a Personal filing description for your filing. It can be any name you'd like to use for easily tracking your filing in the future, such as "2011 Motions", or a name based on your own filing system or office protocol.

Related Cases

Based on the case number specified above, a Defendant may have multiple Criminal cases within Harris County.

You may select the additional Related Criminal Cases for which your documents may be filed. Click the **More** button to display any additional Related Criminal Cases. Check the checkbox in front of the case number(s) for which your filing applies.

Related Cases		Less		
<i>Please check all the cases involved with this filing from the list below.</i>				
<input type="checkbox"/>	Case Number	File Date	Offense	Case Status
<input type="checkbox"/>	173513301010-2	1/30/2011	DWI 2ND OFFENDER BAC .08	Complete
<input type="checkbox"/>	123456801010-2	5/3/2004	FAILURE TO STOP & GIVE INFO	Complete
<input type="checkbox"/>	102578001010-2	10/13/2000	ASSAULT-BODILY INJURY	Complete
<input type="checkbox"/>	923473901010-2	7/19/1992	THEFT \$20-\$200	Complete

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. Once you have 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 Category

Select the type of document you are submitting from the Document Category.

Document Title

Enter the title of the document you are filing. The Document Title is the identifying name printed on the document such as "Subpoena".

Total Page count

Enter the Total page count, ensure that the number you enter is accurate and matches the total number of pages you will upload. If the number entered does not match the number of pages you attempt to upload, the fax service will **Reject** your filing and display an error.

PDF Documents

*SamplePDF1.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: 3. You are currently up to: 0.02 Mb

Title	File Name	
Writ of attachment	\\dcolab-vm-app1\imgDev\SamplePDF1.pdf	Remove

Total Pages in Filing: * Required by Local Rules



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Once all the information has been entered click the **Add button** to add the document to the case. You will be allowed to **Add** up to **200 Documents** for any single filing with a maximum combined size of 50MBs (megabytes). You will be able to **delete** any documents you don't want to keep in your list.

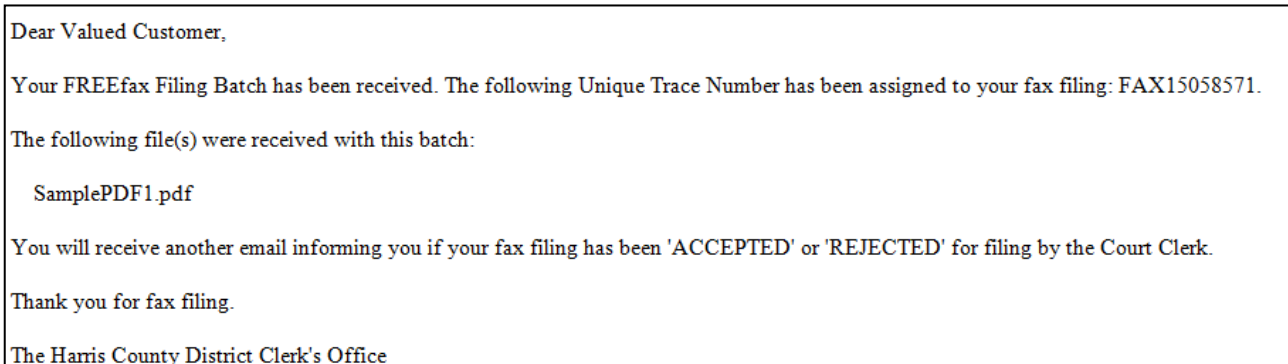
Submit FREEfax

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

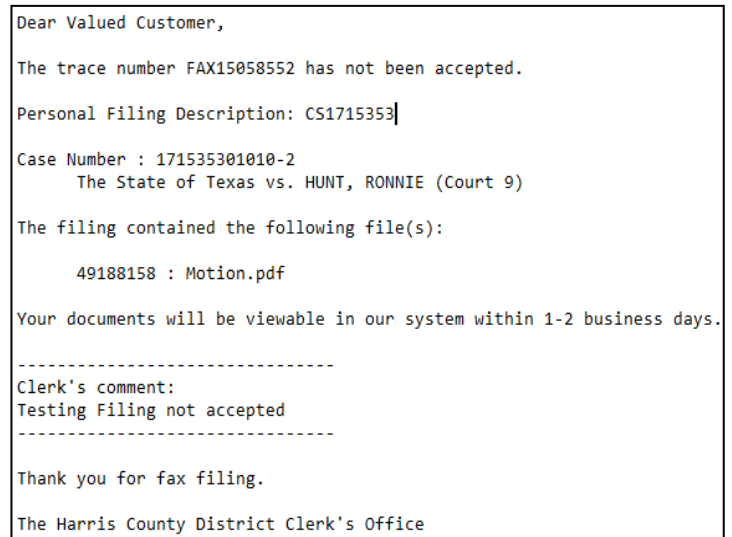
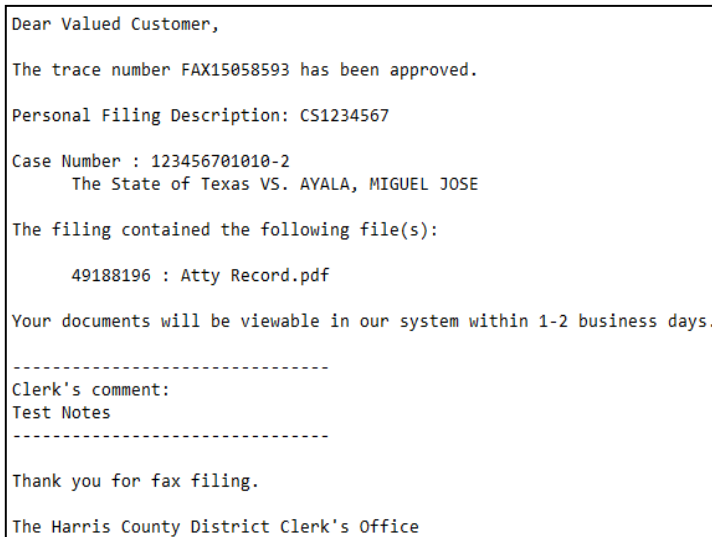
If our fax service "Accepts" your documents, a confirmation message will display, stating that: **"Your files have been successfully uploaded"**, also there will be a **FREEfax unique Trace number** assigned to your filing, e.g.: **FAX14978620**.



An **Email Confirmation** will follow once our clerk's office has received your documents.



Once you 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"**.



If you have any comments, questions or concerns please email us at FREEFax@hcdistrictclerk.com.



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Checking the Status of Filings

You can check the status of your filings by going to the “My FREEfax Filings” page. You can get to the page by going to www.hcdistrictclerk.com and selecting **Online Services**, then selecting **My FREEfax Filings** from the drop-down menu.

Pending		Recent		Search				
TOP 20								
	Trace no.	Case/Cause	PFD*	Docs	Submitted	Status	Processed	Clerk
<input checked="" type="checkbox"/>	FAX15058563	070542001010-3	N/A	2	11/22/2011 11:10 AM	Accepted	11/23/2011	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX15058562	078208701010-2	2	4	11/21/2011 04:55 PM	Accepted	11/21/2011	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX15058560	070542001010-3	N/A	2	11/21/2011 04:54 PM	Accepted	11/22/2011	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX15058558	070542001010-3	N/A	2	11/17/2011 06:28 PM	Accepted	11/21/2011	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX15058557	070542001010-3	N/A	2	11/17/2011 06:11 PM	Accepted	11/21/2011	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX15058556	123456701010-2	N/A	2	11/17/2011 04:34 PM	Accepted	11/21/2011	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX15058552	171535301010-2	N/A	8	11/11/2011 04:27 PM	Accepted	11/22/2011	KRISHNA VEETURI
<input checked="" type="checkbox"/>	FAX15058529	201000350-7	N/A	1	08/30/2011 04:35 PM	Rejected	10/17/2011	DEBBIE BUCKO
<input checked="" type="checkbox"/>	FAX15058528	200612345-7	N/A	1	08/26/2011 05:02 PM	Rejected	10/17/2011	DEBBIE BUCKO
<input checked="" type="checkbox"/>	FAX15058527	200612345-7	N/A	1	08/26/2011 04:52 PM	Rejected	10/17/2011	DEBBIE BUCKO

Online Services	HR	About Us	Cou
Search Our Records and Documents			
Forms			
Docket Search			
FREEfax			
My FREEfax Filings			
eFiling			
Order History			
Update Address / Information			
Change Password			
Basket			
Public Reports			

Customer Support

If you still have questions about FREEfax, please refer to our User Guide located at the bottom left hand corner of the homepage once you have logged in or refer to the FAQ on the top right menu link. Email unanswered questions to freefax@hcdistrictclerk.com.