



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)

## ATTORNEY ACCESS FEATURES

### *How do I become a new user of your web site?*

To begin using our web site as a **new user**, first navigate to <http://www.hcdistrictclerk.com>, click on the 'New User' button  near the login box  then simply follow the online instructions.

Be sure to enter your bar number to take advantage of features only available to licensed Texas attorneys. You will receive an email containing your login information including your password for accessing the site within moments.

Licensed Texas Attorney:

I hereby certify, under penalty of Texas law [FN1], that I am licensed to practice law in the State of Texas and am in good standing with the State Bar of Texas. I understand that Attorneys are able to purchase certain uncertified Court documents at a reduced cost on-line on this website and are also able to access case information on this site that may otherwise incur a charge or subscription fee. Therefore, I further hereby certify and acknowledge my intent to obtain an economic benefit in holding myself out as an Attorney at this time. [FN1] See Texas Penal Code Section 38.122

Bar Number:

### *How do I recover my password?*

To recover your password, simply navigate to our website at <http://www.hcdistrictclerk.com>, then click on the 'Forgot Password' button (from the **Login** area)  to request your password. You will then be able to login with the password you receive via email.

### *What is available when I log in?*

Our website has a wealth of new features for all of our users, however below is a list of bonus features that are available only if you are logged in as an Attorney.

#### **Search Dockets by Bar Number**

Once logged in a search feature will appear on the **Dockets** tab under **Search Our Records and Documents** allowing you to enter in a bar number to search docket settings.

#### **Fine Tune Background Checks Searches**

When running a background check search if multiple records are returned as an attorney you can enter a social security number or driver's license number to narrow your search.

#### **View Civil, Criminal, and Family Court Public Documents**

From **Search Our Records and Documents** enter a search and click on the style of a case. From the Documents tab click on any of the available documents to view.

#### **Print/Download Free Uncertified Copies**

From **Search Our Records and Documents** enter a search and click on the style of a case. From the Documents tab click on any of the available documents to view. Then click the icon to save or print the document from the preview window.

#### **Authorized Agent Access**

Authorized agents will be granted the right to update vacation and address information. They will also be able to print uncertified copies of certain civil and criminal court documents from our website at no charge. Family court documents will not be made available to this account.



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## How do I add an Authorized Agent?

To add an Associate to your account, Login to our website and go to the **Update Information** page from the Online **Services** menu. Add the Associate's account email address to the **Authorized Agent E-mail** box and save (the associate must already have registered for an account on our site). In addition to giving the associate access to all of the same information as the attorney (with the exception of family documents), an attorney can also add the email addresses for their associates to their alerts from our web site. From the **Search Our Records and Documents** page, click the **Notifications** tab and then the **Manage Email Addresses** button. Multiple email addresses can be added there as another recipient of notifications.

### Attorney Profile

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

Bar Number:	22222222
Name (Last Name, First Name):	steve, steve * Max: 50 chars **
Email (Your login ID):	s@s.com * Max: 35 chars **
Street Nbr or the words 'PO BOX':	PO BOX * Max: 6 chars **
Street Name or PO BOX number:	123 * Max: 35 chars **
City:	houston * Max: 15 chars **
State:	Texas *
State/Province/outside of U.S.:	
Zip:	77002 * Ext: * Max: Zip(5) - Ext(4) chars **
Country:	United States *
Phone:	(713) 755-5780 * Ext: *
Fax:	( ) ( ) ( ) * must be local (Houston area) or toll-free
e-Docs Mailing List:	<input type="checkbox"/>
Authorized Agent E-mail:	myAssociate@associate.com * Max: 100 chars **

## Update Official Address Information Online

The **Update Information** page will allow you to change your address information which will automatically update your official address in our case management system. The page can be access from the **Quick Links** section or from **Online Services**. Authorized agents can also update address information when logged into the site for their attorney.

## Update Official Vacation Information Online

The **Attorney Vacation** page will allow you to update your official vacation which will automatically update your official address in our case management system. The page can be access from the **Quick Links** section or from **Online Services**. Authorized agents can also update vacation information when logged into the site for their attorney.

## Sign up for Notifications

Receive daily and weekly updates for important information regarding your cases. Also track information on cases you are not associated to or new filings for certain parties. You can set up multiple email addresses including your associate to receive these updates.

## Docket Updates

- Notification of changes made to dockets sent daily at 9:00 p.m.
- Weekly notices of docket settings sent Thursday night for the upcoming week
- Changed docket emails notify of any updates to dockets

## Case Notifications

- Email sent daily at 11 a.m., 4p.m. and 8 p.m.
- Notifications of changes made to filings or orders/judgments/documents(Filings)/Motions occurring on public civil and family cases, and motions for all non-confidential criminal cases.



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## Case Subscriptions

- Email sent daily at 11 a.m., 4p.m. and 8 p.m.
- Notifications on civil cases to receive updates whenever changes to dockets, filings or judgments/orders, or motions for all non-confidential criminal cases occur
- Sign up for a maximum of 25 subscriptions

## Party/Client Notifications

- Email sent daily at 11 a.m., 4p.m. and 8 p.m.
- Client Notification service enables attorneys to sign-up and receive emails for civil cases when a case is filed containing a party matching a person or company name they provide
- Sign up for a maximum of 50 people/companies
- Limit each subscription to a specific Case Type or list of Case Types, or search all

## How do I sign up for notifications?

To sign up for **Notifications**, login to our web site at <http://www.hcdistrictclerk.com> with your user name and password, then navigate to the **Search Our Records** page listed in the **Online Services** drop menu and in **Quick Links**.

On the **Search Our Records** page, you will only see several tabs listed. Click on the **Notifications** tab. Note: You will only see a Notifications tab if you are logged in. Click on the **Notifications** tab and on the Notifications screen you will see a box labeled **Manage Email Addresses**. Click on the **Manage Email Addresses** button and you will be directed to the **Email Notification Registration** page.

## Search Our Records and Documents

Civil/Family | Criminal | Background Check | Historical | Special Minutes | Dockets | Notifications

**Attorney of Record Case Notification** [View Instructions](#)

Check the boxes to register for notifications on changes or new items in the following areas on cases for which you are the Attorney of Record. Family data will be available subject to Texas Family Code provisions.

**Dockets** - receive automatic e-mail notification on Friday afternoons regarding all case settings for the upcoming week for the Attorney of Record and receive automatic daily e-mail notifications if any changes occur to the docket settings during the week.

**Documents (Filings)Motions** - receive automatic e-mail notifications of new filings in a case in which you are the Attorney of Record (all non-confidential public filings in Civil cases; select enterable paper filings and all e-filings in Family cases, and Motions only in Criminal cases).

**Judgments/Orders** - receive automatic e-mail notification when a new Judgment or Order is signed in a case in which you are the Attorney of Record.

## Email Notification Registration

You may register multiple email addresses to receive your notifications for cases to which will receive daily email updates with changes to your cases.

Name: TEST, ATTORNEY  
 Number: 22222222  
 Email Address:

Active  In-active

Status	Email Address
<input type="checkbox"/>	asst@asst.com
<input checked="" type="checkbox"/>	beta@beta.com

There you can enter and submit the email address you would like to register. You can also return to the **Email Notification Registration** page to activate or deactivate email addresses by simply clicking on the checkmark icon in the **Status** box. Be sure to the check the boxes for the types of automated notifications you want to receive on cases for which you are listed as the attorney of record.

If you are not the attorney of record, you can still subscribe to case information and for alerts on clients or parties. Simply navigate to **Notifications** tab, following the instructions above. From the **Notifications** page follow use the online **wizard** to guide you through a step-by-step process.



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## What will the notification emails look like?

### Docket Notification Weekly Settings

You have 2 setting(s) for the week starting 10/22/2009.

Case: 123635201010 - 3 Court: 230 Type: Complaint(AGG ASSAULT-FAMILY MEMBER)  
Setting Reason: Sentencing  
Style: The State of Texas VS. WILLIAMS, CLAUDIONNE T.  
Docket Type: Master Docket Setting Time: 10/22/2009 9:00:00 AM  
Requestor:  
Results: Trial Length:

Case: 110146201010 - 3 Court: 230 Type: Motion To Adjudicate Guilt(FAIL COMPLY SEX OFFENDER REGISTER)  
Setting Reason: Disposition  
Style: The State of Texas VS. WALKER, ELLIOTT JOSEPH  
Docket Type: Master Docket Setting Time: 10/22/2009 9:00:00 AM  
Requestor:  
Results: Trial Length:

### Docket Notification Daily Update

You have 1 docket change(s).

Case: 200739711 - 7 Court: 310 Type: OTHER FAMILY  
Setting Reason: ENTRY OF JUDGMENT  
Style: HARGIS, DEBORAH D VS. NOEL, JOSEPH WILLIAM  
Docket Type: Childrens Protective Services - CPS Setting Time: 10/20/2009 9:00:00 AM  
Requestor:  
Results: Granted Trial Length:

### Case Notification

have been made on 1/19/2010. Our intent is to provide this feature as a service to you. You may obtain more information about the case(s) from our Search Page [Http://www.hcdistrictclerk.com/eDocs/Public/Search.aspx](http://www.hcdistrictclerk.com/eDocs/Public/Search.aspx). Please note when the Search page appears you can enter the case number and click search to find more information. Images for documents should be made available on the website within 1 to 2 days of this notice. Please remember to log into the website in order to view documents online.

CASE: 200935211 - 7 COURT: 257 STYLE: CARVER, RUSSELL VS. CARVER, KIM STATUS: DISPOSED (FINAL)  
[Http://www.hcdistrictclerk.com/eDocs/Public/CaseDetails.aspx?Casenbr=200935211&CDI=7](http://www.hcdistrictclerk.com/eDocs/Public/CaseDetails.aspx?Casenbr=200935211&CDI=7)

#### ORDERS/JUDGMENTS

DATE	ORDER DESCRIPTION
2010-01-19	AGREED JUDGMENT, ORDER SIGNED
2010-01-19	FOCAS PROJECT - IN
2010-01-19	ORDER SIGNED GRANTING ASSIGNMENT OF WAGES

### Case Subscription

have been made on 1/19/2010. Our intent is to provide this feature as a service to you. You may obtain more information about the case(s) from our Search Page [Http://www.hcdistrictclerk.com/eDocs/Public/Search.aspx](http://www.hcdistrictclerk.com/eDocs/Public/Search.aspx). Please note when the Search page appears you can enter the case number and click search to find more information. Images for documents should be made available on the website within 1 to 2 days of this notice. Please remember to log into the website in order to view documents online.

CASE: 200973083 - 7 COURT: 152 STYLE: LUEDTKE, WAYNE O VS. AFTON PUMPS INC STATUS: ACTIVE - CIVIL  
[Http://www.hcdistrictclerk.com/eDocs/Public/CaseDetails.aspx?Casenbr=200973083&CDI=7](http://www.hcdistrictclerk.com/eDocs/Public/CaseDetails.aspx?Casenbr=200973083&CDI=7)

#### DOCUMENTS

DATE	DOCUMENT TYPE	FILING PARTY
2010-01-15	CITATION (NON-RESIDENT CORPORATE)	L&M MANUFACTURING INC
2010-01-15	CITATION CORPORATE	GUARD-LINE INC (TEXAS CORPORATION)

### Party/Client Notification

PARTY NAME: COLUMBIA LLOYDS  
We have found 1 case(s) matching this criteria.

#### MATCHING CASES

200966573-7 SHIRVANI, SHARAREH VS. COLUMBIA LLOYDS INSURANCE COMPANY  
[Http://www.hcdistrictclerk.com/eDocs/Public/CaseDetails.aspx?Casenbr=200966573&CDI=7](http://www.hcdistrictclerk.com/eDocs/Public/CaseDetails.aspx?Casenbr=200966573&CDI=7)

#### MATCHING PARTIES

-COLUMBIA LLOYDS INSURANCE COMPANY BY SEVING THROUGH ITS PRESIDENT (REGISTERED AGENT)