

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

Attornev Kiosk Features

Effective January 1, 2018, all attorneys will be mandated to file electronically for all criminal cases within County Criminal Courts of Law and Criminal District Courts. The Attorney Kiosk provides attorneys Efficient, Easy and FREE access to their cases documents, data, and more. Currently in RIC, 230th, 248th, 11th courts are accepting Attorneys' electronic submission of Court Forms like Case Resets, PTI Agreements, Discovery Orders, etc.

How do I access the Attorney Kiosk?

Quick Search -

Texas Bar no.

24000344

Bond: \$500

2013 09:00 AM

IJ 0-2 OZ

ring

<

SPN: 02659669

- 2 (Active - CRIMINAL)

REECIA (HAT) SPN: 01677552

To access the kiosk you have to login to our website http://www.hcdistrictclerk.com_with_your_user_name password. Once logged in, click on the Online Services tab then Kiosk tab. The attorney kiosk can be accessed via yo desktop, laptop, tablet and/or cellular device.

Once on the Attorney Kiosk page, your active Felony Misdemeanor cases will display in order of Setting Date and tip You are able to scroll through this listing by clicking on the arr keys or swiping left and right (using a device) beneath the resul cases.

NOTE: On all of the below Search features, click on desired defendant to display the Summary Info, Images, For Pending Documents, Settings, History, Bonds and Part associated to that case

Next Set Date: 8/22/2017 01:00 PM

Set Reason: Review Probation Conditions Conference

Attv

rney Kiosk?	Online Services HR About Us Co				
ve to login to our website at	Search Our Records and Documents				
on the Online Services tab then the	Forms				
sk can be accessed via your cellular device.	Docket Search				
	FREEFax				
	My Filings				
	eFiling				
page, your active Felony and	My Payments				
nis listing by clicking on the arrow	Kiosk				
sing a device) beneath the result of	Order History				
low Search features. click on the	Update Address / Information				
e Summary Info, Images, Forms,	Attorney Vacation				
s, History, Bonds and Parties	Search Attorney Vacation				
	Change Password				
Court Def Case					
Attorney SPN					
	HUBBARD, I				
REVIA, ALOMA SPN: 02471230	ROGERS, JADE DEMOND				
Status: Warrant / Citation Issued Bond: \$0	Status: Warrant / Citation Issued				
Auy: HUBBARD, LATREECIA (AAT) SPN: 016	17552 Atty: HUBBARD, LATREECIA (A				
Offense: PROSTITUTION WITH 3 OR MORE	PRIORS Offense: POSS CS PG 11 - 4 G				

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

Next Set Date: 8/23/2017 09:00

Set Reason: Review Probation (



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Quick Search Options

You then have the option to search using the Quick Search tab, Court Tab, Defendant tab and Case tab. Under the Quick Search tab you have two options: **Signature Needed** (lists cases containing documents awaiting your signature) AND **My Cases** (lists your active cases).



Attorney Search

By default, your Texas Bar Number is used to return your cases. You may use the Texas Bar No. or Attorney SPN fields to search for other attorney's cases as well.

Quick Search +	Atty	Court	Def	Case		Log Out
Texas Bar no.			Attorney	SPN		W
24000344						
						Search Clear
PATTON, MARCU Status: JAIL Boo Atty: HUBBARD, L Case: 1368376010	SDEAND nd: \$0 ATREECIA)10 - 3 (Acti	RE SPN (AAT) SPN ive - CRIMIN	: 0214339 : 01677552 IAL)	97 D S 2 A C	UNCAN, DARIN JAY SPN: 02659669 tatus: Bond Made Bond: \$500 tty: HUBBARD, LATREECIA (HAT) SPN: 01677552 ase: 187341301010 - 2 (Active - CRIMINAL)	ROGERS, JADE DEMOND SPN: 0181472 Status: Warrant / Citation Issued Bond: \$0 Atty: HUBBARD, LATREECIA (AAT) SPN: 01677 Case: 154055401010 - 3 (Active - CRIMINAL)
Offense: FELON I Next Set Date: 1/ Set Reason: Arrai	POSS WPN 08/2013 09 gnment	1 ::00 AM		O N S	ffense: POSS MARIJ 0-2 OZ ext Set Date: 1/18/2013 09:00 AM et Reason: Jail Hearing	Offense: POSS CS PG 11 - 4 GRAMS Next Set Date: 8/23/2017 09:00 AM Set Reason: Review Probation Conditions Confe

Court Search

Through this feature, you are able to search by Court and Setting Date. The display results will be the selected Courts' full docket.

Quick Search -	Atty	Court	Def	Case			Log Out
Court					Setting Date:		WS5
RIC - BROCK T	HOMAS			~	08/23/2017 Se	earch Clear	
DEJEAN, MICHAE Status: City Jail Atty: MOSELEY, A Case: 1561598010 Offense: POSS C Next Set Date: 8/ Set Reason: Arrai	EL EDWAR Bond: \$1 ANN LEE D D10 - 3 (Act S PG 1 <10 23/2017 09 gnment	RD SPN: 1,500 ULEVITZ (AA ive - CRIMIN 3 :00 AM	0001584 AT) SPN: 0 IAL)	9 1703051	BRYAN, ETHEL SPN: 00733961 Status: Bond \$15,000 Atty: NEEDHAM, JESSICA NICOLE (AAT) SPN: 01902561 Case: 155671101010-3 (Active - CRIMINAL) Offense: POSS CS PG 1 <1G Next Set Date: 8/23/2017 09:00 AM Set Reason: Arraignment	WILSON, FAY III SPN: 01112856 Status: JAIL Bond: \$1,500 Atty: KISLUK, BRET STEVEN (AAT) SPN: 61538660 Case: 156033701010 - 3 (Active - CRIMINAL) Offense: POSS CS PG 1 <1G Next Set Date: 8/23/2017 09:00 AM Set Reason: Arraignment	BROWN, ISAAC Status: Bond Ma Atty: SEDERIS, Case: 15574030 Offense: POSS Next Set Date: Set Reason: An
٢							>



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Defendant Search

Through this feature, you are able to search for a defendant by using the search options **Name Starts With or Name Contains, Defendant name (LAST, FIRST), Defendant Spn, Gender and/or Ethnicity.** Search results may return multiple defendants with similar names and demographics, however, the unique defendant spn will also display allowing for the appropriate defendant selection.

Q	uick Search -	Atty	Court	Def	Case							Log	Out
Se	lect		Defend	ant		Defendant SPN	Gender		Ethnicity				WS7
	Name Starts Wit	th 🗸	jones	, michell	e		Female	~	BLACK	~			
											Search	Clear	
	SPN: 00971829 Name: JONES,	MICHELLE	:			Gender Race: E	: Female ILACK		HT: 5'02" WT: 120lbs DOB: 9/24/1968				
	SPN: 01207057 Name: JONES,	MICHELLE				Gender Race: E	: Female ILACK		HT: 5'08" WT: 172lbs DOB: 9/23/1959				
	SPN: 01508046 Name: JONES,	MICHELLE				Gender Race: E	: Female ILACK		HT: 5'04" WT: 140lbs DOB: 5/3/1972				
	SPN: 02211180 Name: JONES,	MICHELLE				Gender Race: E	: Female ILACK		HT: 5'00" WT: 180lbs DOB: 1/19/1983				

Case Search

This feature allows for the search of a Defendant's specific CASENUMBER (xxxxxx01010) AND Region (Felony, Misdemeanor, Bond Forfeiture Felony, Bond Forfeiture Misdemeanor). If the Defendant has additional cases, they will also be listed.

Quick Search -	Atty	Court	Def	Case			
Cause					Region		
152780001010	D				Felony	~	Search Clear
SOLOMON, LASH/ Status: JAIL Bon	ANTA M. Id: \$0	SPN: 02	2382895				
Atty: HUBBARD, L Case: 1527800010	ATREECIA 10 - 3 (Acti	(AAT) SPN: ve - CRIMIN	01677552 AL)				
Offense: POSS CS Next Set Date: 8/2	8 PG 1 <1G 23/2017 09	:00 AM					
Set Reason: Dispo	sition						
<							



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Selecting the Case to Create Documents

The following display appears beneath each case. Each of the tabs display information specific to the highlighted case. To view the contents of each tab as well as to close the tab click within the green areas.

Summary Info	Summary Info – is a display of defendant
	demographics and case information
Images	Images – is a display of all Images
	appearing in the electronic case file
Forms	Forms – is a display of the forms that can
	be created and submitted on the case
Danding Desuments	Pending Documents – is a display of all
Pending Documents	documents awaiting attorney and or
	defendant review/signature.
Settings	Settings – is a display of all settings on
	defendant's case
History	History – is a display of the defendant's
	case history in Harris County, Texas
Bonds	Bonds – is a display of all bonds posted on
	une selected case
Parties	ratiles – is a display of parties associated
	with the selected case

To Create documents- click on FORMS tab.

Quick Search - Atty Court Def	Case		Log Out
Cause	Region		W\$5
152780001010	Felony	Search Cle	ar
SOLOMON, LASHANTA M. SPN: 02382895 Status: JAIL Bond: \$0 Atty: HUBBARD, LATREECIA (AAT) SPN: 0167755 Case: 152780001010 - 3 (Active - CRIMINAL) Offense: POSS CS PG 1 < 1G	2		
<			>
Summary Info			
Images			
Forms			
			Generate
Select Case(s):	Select Form(s) to Generate:		
152780001010 - 3 POSS CS PG 1 <1G Active - CRIMINAL		DC CASE RESET FORM	
		DCA MOTION TO WITHDRAW	
		DCA MOTION TO SUB COUNSEL	
		DC DISCOVERY ORDER	

Note: Documents can only contain one case number. However, defendants with WITH MULTIPLE CASES can have multiple documents created at the same time by selecting all displayed cases.





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Once the document(s) have been generated successfully, you will receive a **Document(s) Generated Successfully, and are now available in the Pending Documents section will appear** message.

Forms
Document(s) Generated Successfully, and are now available in the Pending Documents section.

To retrieve document(s) created, click on the **Pending Documents** tab, located immediately below the Forms tab. This tab displays the electronic documents created for the case. Documents can be reviewed, edited and signed here. Additionally, the status of the document (i.e when it was created, the signatures that are still pending, and those that have been captured) is also available in this view.

Pending Documer	ts		
Case Number	Document	Pending	Captured
155502601010	DCA CASE RESET FORM Sign Edit Created By: Quinesha_Ross 8/18/2017 10:50:00 AM Last Modified By: Bacy, Akilah 8/18/2017 10:59:00 AM	District Attorney, Judge	Defendant, Attorney, Coordinator



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After clicking the "Edit" link... WS7 Clos The following fields are editable: Enter Bar No. to update Attorney's data 24072810 Update BACY, AKILAH ASHANTI Defense Attorney Name: Check if the State and Defense agree to an offer The State and Defense agree to the following offer: Attorney City : 7056 Attorney Zip Code: 24072810 Attorney Bar Number: Save ۵ Page: 1 of 1 Automatic Zoom A ÷ + ì

The fields that can be edited are in the scrollable list above the display of the document. Edit the information as needed in the text fields, check boxes, calendar date fields, and dropdowns. (much of the data may populate automatically.)

****ALL EDITS MUST BE SAVED**** by clicking the "Save" button before clicking out of the Edit tab. The saved changes will be reflected in the document below.



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After clicking the "Sign" link...

	Sign below Slowly	WS	5 Close
Def	fendar	r +	
Role: I am a Defendant 🔹 Sign		Clear Remove	
I am an Attorney			
I am a Defendant	+ Automatic Zoom +		Ĩ
		· · · · · · · · · · · · · · · · · · ·	•
CAUSE NO. 156159801010	CHARGE POSS CS	5 PG 1 <1G	
THE STATE OF TEXAS	5	174th DISTRICT COURT	
VS.	ş	OF	
DEJEAN, MICHAEL EDWARD Defendant	5	HARRIS COUNTY, TEXAS	
	CASE RESET FORM		
The undersigned Counsel hereby agree	es this case is reset for		
on at a.m. Type of Setting			
Attorney for the State	Defendant		
• The State has offered:	MOSELEY, ANN (Print) Attorney fo	I LEE DULEVITZ	
• The State and Defense agree as fr	ollows: (Signature) Attorn	ev for Defendant	

Attorney or Defendant signatures can be captured. Sign in the green box using a mouse, a stylus, or a finger (touchscreen device needed for stylus or finger usage).

Click the "Sign" to apply the signature to the document display below the green box. Use the "Clear" button to empty the green box and sign again. Use the "Remove" button to remove a signature that has been applied to a document.

Communicate with the D.A., Coordinator, Clerk, and/or Probation Officer so that they can proceed with processing the document for signatures, additional information, and/or Judges signature.

How do I obtain my client signature if he/she is in custody?

The electronic signature process may be used for Defendants who are on bond. You may speak with the court regarding steps for processing electronic documents for Defendants who are in custody, as you may be restricted from providing electronic devices to them.

If you have questions about the Attorney Kiosk, email inquiries to DCSA@hcdistrictclerk.com