



Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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

Attorney Kiosk Features

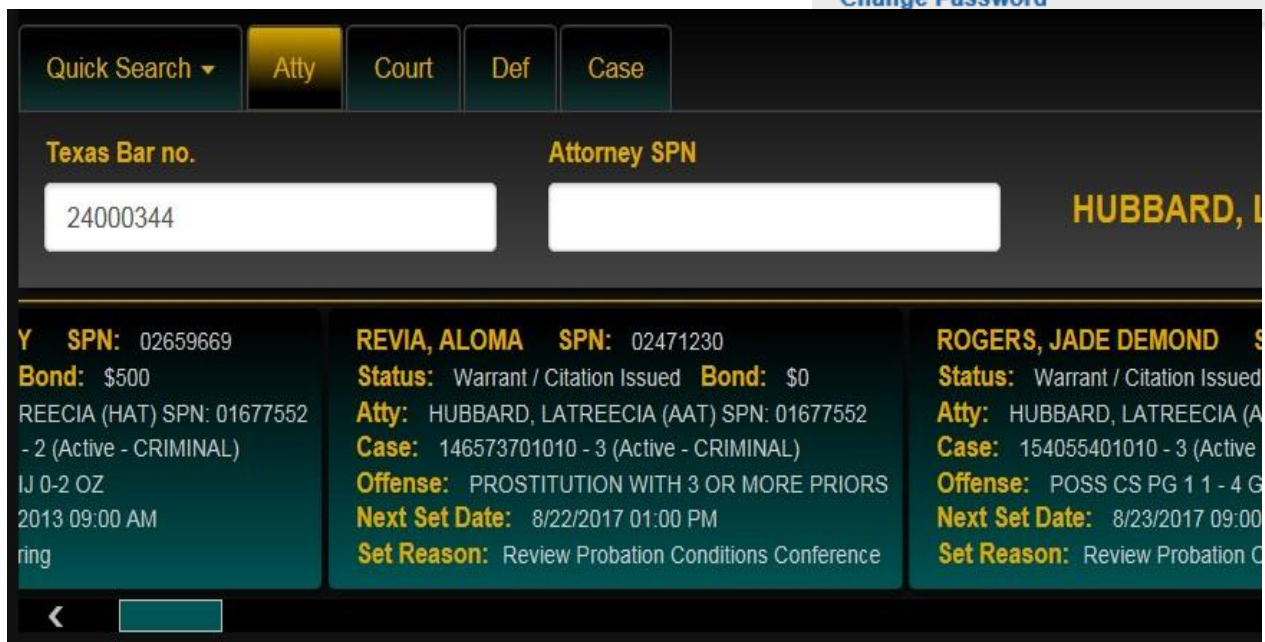
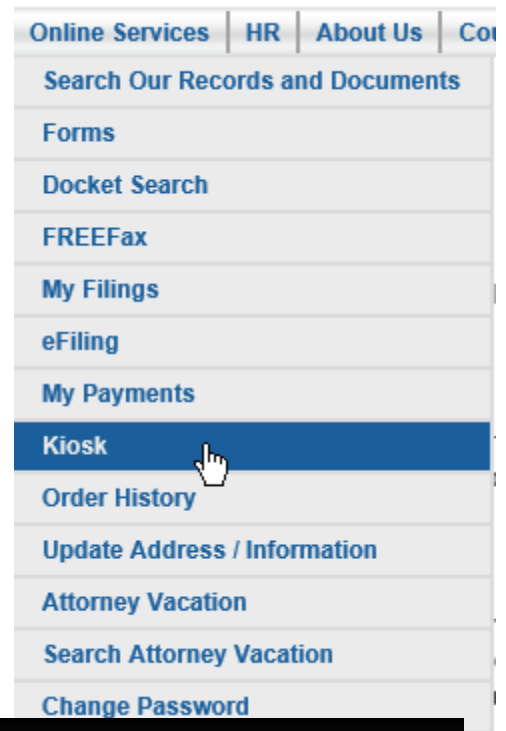
Effective January 1, 2018, all attorneys will be mandated to file electronically for all criminal cases within County Criminal Courts of Law and Criminal District Courts. The Attorney Kiosk provides attorneys Efficient, Easy and FREE access to their cases documents, data, and more. Currently in RIC, 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?

To access the kiosk you have to login to our website at <http://www.hcdistrictclerk.com> with your user name and password. Once logged in, click on the Online Services tab then the Kiosk tab. **The attorney kiosk can be accessed via your desktop, laptop, tablet and/or cellular device.**

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

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



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



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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).



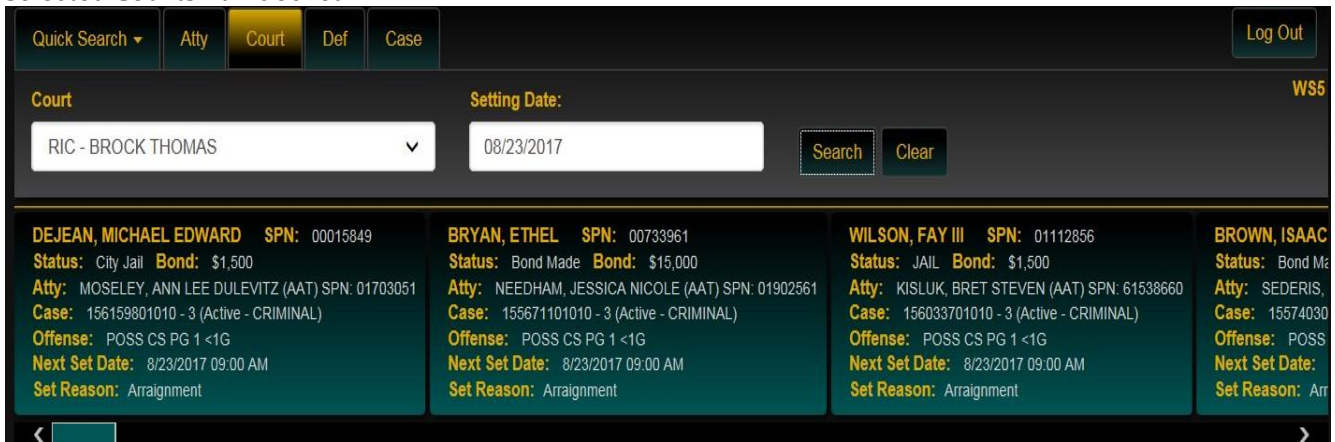
Attorney Search

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.



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.





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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.

Quick Search ▾ Atty Court Def Case Log Out

Select Defendant Defendant SPN Gender Ethnicity WS7

Name Starts With ▾ jones, michelle Female ▾ BLACK ▾

SPN: 00971829 Name: JONES, MICHELLE	Gender: Female Race: BLACK	HT: 5'02" WT: 120lbs DOB: 9/24/1968
SPN: 01207057 Name: JONES, MICHELLE	Gender: Female Race: BLACK	HT: 5'08" WT: 172lbs DOB: 9/23/1959
SPN: 01508046 Name: JONES, MICHELLE	Gender: Female Race: BLACK	HT: 5'04" WT: 140lbs DOB: 5/3/1972
SPN: 02211180 Name: JONES, MICHELLE	Gender: Female Race: BLACK	HT: 5'00" WT: 180lbs DOB: 1/19/1983

Case Search

This feature allows for the search of a Defendant's specific CASENUMBER (xxxxxxx01010) 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

SOLOMON, LASHANTA M. SPN: 02382895
Status: JAIL **Bond:** \$0
Atty: HUBBARD, LATREECIA (AAT) SPN: 01677552
Case: 152780001010 - 3 (Active - CRIMINAL)
Offense: POSS CS PG 1 <1G
Next Set Date: 8/23/2017 09:00 AM
Set Reason: Disposition

<



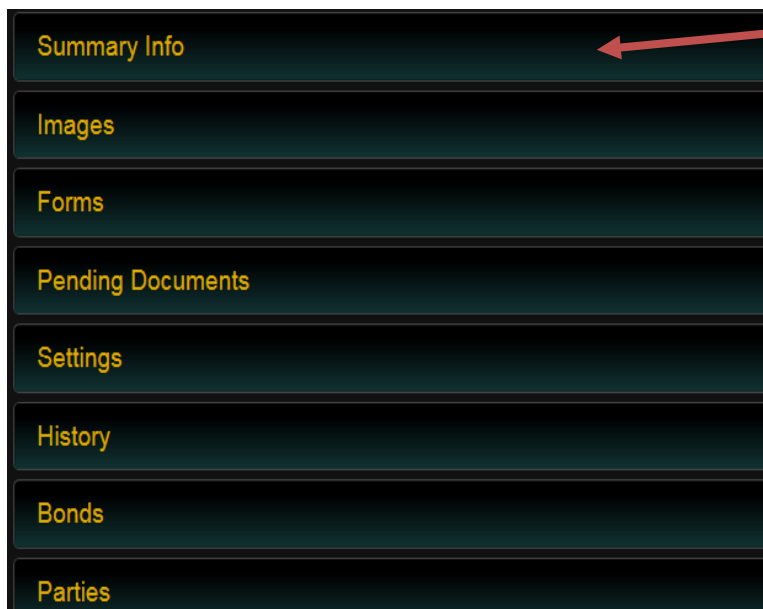
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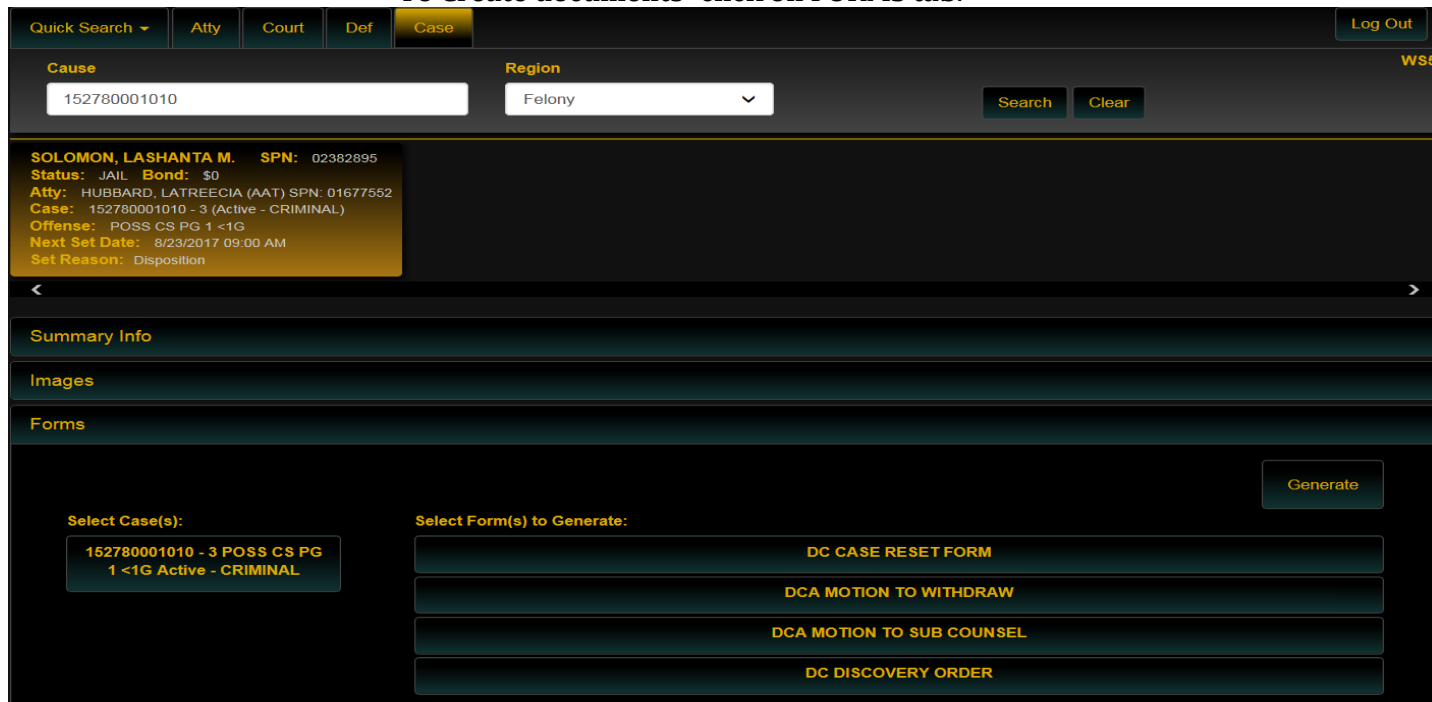
Selecting the Case to Create Documents

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

To Create documents- click on FORMS tab.



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.

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



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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 Documents

Case Number	Document	Pending	Captured
155502601010	<u>DCA CASE RESET FORM</u> 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 Close

The following fields are editable:

Enter Bar No. to update Attorney's data

Defense Attorney Name:

Check if the State and Defense agree to an offer

The State and Defense agree to the following offer:

Attorney City:

Attorney Zip Code:

Attorney Bar Number:

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

WS5 Close

Defendant

Role: I am a Defendant Sign Clear Remove

I am an Attorney

I am a Defendant

1 of 1 Automatic Zoom

CAUSE NO. 156159801010 CHARGE POSS CS PG 1 <1G

THE STATE OF TEXAS § 174th DISTRICT COURT

VS. § OF

DEJEAN, MICHAEL EDWARD § HARRIS COUNTY, TEXAS
Defendant

CASE RESET FORM

The undersigned Counsel hereby agrees this case is reset for

on at a.m.

Type of Setting

Attorney for the State Defendant

The State has offered: **MOSELEY, ANN LEE DULEVITZ**
(Print) Attorney for Defendant
Attorney
(Signature) Attorney for Defendant

The State and Defense agree as follows:

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