



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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

## How do I 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 occurring on public civil and family cases

### 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

The screenshot shows the 'Search Our Records and Documents' interface. At the top, there are navigation tabs: Civil/Family, Criminal, Background Check, Historical, Special Minutes, Dockets, and Notifications. The 'Notifications' tab is selected. Below the tabs is the 'Attorney of Record Case Notification' section, which includes a 'View Instructions' link and a list of notification options with checkboxes:
 

- 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.

 At the bottom of this section is a 'Manage Email Addresses' button.

### 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 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**

You have 1 change(s) to the case(s) for which you have asked to be notified.

CASE: 200811972 - 7 COURT: 011 STYLE: FINNEGAN, DAVE JOHN VS. A W CHESTERTON CO STATUS: ABATED  
[Http://www.hcdistrictclerk.com/eDocs/Public/CaseDetails.aspx?Casenbr=200811972&CDI=7](http://www.hcdistrictclerk.com/eDocs/Public/CaseDetails.aspx?Casenbr=200811972&CDI=7)

| ORDERS/JUDGMENTS |            |                                       |
|------------------|------------|---------------------------------------|
| 1                | DATE       | ORDER DESCRIPTION                     |
|                  | 2009-10-20 | NONSUIT/DISMISSAL, PARTIAL (RULE 162) |