



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

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.

[Manage Email Addresses](#)

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: [Add Email](#)

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

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