



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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## How do I sign up for notifications?

Track information on new filings for certain parties. You can set up multiple email addresses including your associate to receive these updates.

**Manage Client/Party Notifications**

Click the Manage Client/Party Notifications box. From the Client Notification Management screen, enter select either Individual or Company Name for the type of party you would like to track, and fill in the appropriate name in the space provided. Then select the case types you would like to be notified about by holding the ctrl key to multi-select. You can also check the box for All Case Types if you want to be notified about any case for the party you have entered.

Individual Name    Company Name   **Desired Case Types (use Ctrl key to multi-select)**

First Name    Last Name    ACCOUNTING  
 ADMIRALTY DAMAGES  
 AGREEMENT  
 ALIENATION OF AFFECTION

Company Name   

All Case Types  
 Civil    Criminal    Both

## 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 add email addresses?

Click on the **Manage Email Addresses** button and you will be directed to the **Email Notification Registration** page.

## 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="radio"/>	asst@asst.com
<input checked="" type="radio"/>	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.

## What will the notification emails look like?

### 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>

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