

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

## e-Hearing Features

### How can I schedule my own hearings?

**Jury Calls** 

Cancelled

ough May 31, 2020

eHearing is our online scheduling tool for certain hearings in the Harris County District Courts. Currently, the courts for Family are the 245<sup>th</sup>, 257<sup>th</sup>, 309<sup>th</sup>, 310<sup>th</sup>, 312<sup>th</sup>, & 507<sup>th</sup> and for Civil are the 113<sup>th</sup>, 127<sup>th</sup>, 151<sup>st</sup>, 164<sup>th</sup>, 165<sup>th</sup>, 189<sup>th</sup>, 215<sup>th</sup>, 234<sup>th</sup>, 270<sup>th</sup>, & 333<sup>rd</sup>. If you have efiled a motion in these courts and want to schedule an available docket hearing, then you can go online and do so. After logging into the District Clerk website **with the same email address you efiled your document**, go to the My Filings page, find your efiled motion and click on the gavel icon to start the scheduling process. The system will create the notice of hearing to send to the court clerk for review.

#### 1. Log into the DCO Website (<u>www.hcdistrictclerk.com</u>) and navigate to Online Services > My Filings.



discussing COVID-19 In an interview about COVID-19 granted to the District Clerk's Office this week, Dr. Umair Shah, Executive Director of Harris County Public Health, talks about how things could change for the legal community in our region, at least temporarily,

Harris County District Courts have suspended jury service

If you have received a summons to a Justice of the Peace

Court you will need to contact the court to see if your

hrough May 31.

service is still required.



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# 2. Use the 'Recent' tab or the 'Search' tab to find your eFiled "Motions" document. Click the gavel icon to begin requesting a hearing.

My Filings		Download Images
Pending Recent Search elssuance eN	otices	
Please enter at least one search criteria		
Trace # Case/Cause PFD*	File date range	Process date Clerk
20191631	From To Fro	om To
Search Clear		
Trace no. Case/Cause PFD*	Docs Submitted Status	Processed Clerk
54328422 201916312-7	2 06/11/2021 Accepted 10:56 AM	06/11/2021 KEELEY HODGINS
Image Title           Image         Title           Image         Second Agreed Motion to Continue	Category File Date Motions 6/11/2021 10:43:00 AM	Pages Requests 3
96299721 Proposed Order Granting Second Agreed Motion to Continue	Orders/Judgments 6/11/2021 10:43:00 AM	1 N/A
	1 11/18/2020 Accepted 10:50 AM	11/18/2020 SHANNON NORTH
	14 03/12/2020 Accepted 12:41 PM	03/12/2020 SHANNON NORTH
	3 03/12/2020 Accepted 07:57 AM	03/12/2020 SHANNON NORTH
¥ 40870433 201916312-7	15 02/17/2020 Accepted 09:15 AM	02/17/2020 SHANNON NORTH
중 39444768 201916312-7	1 12/23/2019 Accepted 08:09 AM	12/23/2019 TERESA KIRBY
	1 08/15/2019 Accepted	08/15/2019 VERONICA



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3. Fill in the correct information about your Hearing Request, and select a date from those provided in the calendar.

Office of Harris County Distri	ct Cler	k - Ma	rilyn B	urgess		-	
My Filings - Hearing Request							
Case: 201916312							
Court:	151s	151st 🗸				$\sim$	
Requestor:	BIR	BIRDSELL, ANDREW M - 240779 V				79 🗸	
Docket:	Law	Law Day Docket			$\overline{}$		
Judaa	Deer						
Judge:	Pres	Presiding Judge			~		
Duration:	15 n	15 minutes 🗸 🗸			~		
Reason: MOTION FOR CONTINUANCE (C V					(( 🗸		
< August 2021 >					>		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	25	26	27	28	29		31
Available Dates:	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	10	17	18	19	20	21
	20	20	24	20	20	21	20
Selected Hearing Date: 8/16/2021 Time: 10:00 AM V					AM V		
Submit Close							



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4. Submit your Hearing Request and Confirm your selections. The Court Clerk will receive your <u>tentatively</u> scheduled Notice of Hearing document electronically.

Ca	ase: 201916312	
Co	urt: 151st	
Cor	firm Hearing Request	
Are you sure	you want to request this hearing?	
Case:	201916312	
Requestor:	BIRDSELL, ANDREW M - 24077966	
Docket:	Law Day Docket	
Court:	151st	a
Date / Time:	8/16/2021 10:00 AM	
Duration:	15 minutes	
Reason:	MOTION FOR CONTINUANCE (CIVIL)	
Judge:	Presiding Judge	
	Confirm	

5. Once the clerk reviews the Notice for Hearing, the clerk will record the scheduled time requested for your hearing. You should receive the file stamped copy of the Notice of Hearing via email as confirmation, which you can use to notify the other parties of the upcoming hearing.

6. At anytime, you can go back to the My filings page and look for your notice of hearing which should be placed under the motion after processing.



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eCourt Hearing diagram



Marilyn Burgess HARRIS COUNTY DISTRICT CLERK 201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | www.hcdistrictclerk.com

If the scheduled hearing needs to be modified, you have a few options available:

- 1. If your request HAS NOT been processed by the clerk yet, you may "CANCEL" your request,.
  - a. Navigate to the "My Filings" page and find your eFiled Motion.
  - b. Click on the "Pending" link to review your requested hearing and click "Cancel Request".



2. If your request HAS ALREADY BEEN processed by the clerk, you may submit a request to "RESET" or "PASS" your hearing. (This feature is based on the time parameters specified by each court.)

- a. Navigate to the "My Filings" page and find your eFiled Motion.
- b. Click on the link of the scheduled time for the hearing.
- c. To submit a RESET request, select a new hearing date and/or time for your hearing.
  - 1. Enter the reason you are requesting this hearing be reset.

2. Then click the "Reset" button to submit your "Notice to Reset Hearing" request to the clerk.







d. To submit a PASS request, enter the reason you are requesting this hearing be passed.
1. Then click the "Pass" button to submit your "Notice to Pass Hearing" request to the clerk.

Sch	neduled H	earing Date:	11/16/2020	Time:	8:00		
	Pass / Re	set Reason:	Trial set in another court				
		Pass	Reset	Close			

3. Once the clerk reviews the "Notice to Pass Hearing" or "Notice to Reset Hearing", the clerk will make the appropriate changes to the scheduled hearing. You should receive the file stamped copy of the Notice via email as confirmation, which you can use to notify the other parties of the change to the hearing.