

## COURT REPORTER REGISTER INFORMATION FORM

The District Clerk of Harris County shall maintain a Register of all attorneys practicing in the District Courts and County Criminal Courts of Harris County. The Register shall contain the Attorney's:

A.) NAME      B.) ADDRESS      C.) TELEPHONE NUMBER

It shall be the duty of the Court Reporter to verify the correctness of the information on said register, and to keep the District Clerk informed as to any changes by filing written notice to update said Register with the District Clerk. The District Clerk shall use this Register for purposes of determining the last known address for delivery of notices as required by the Court, Rules, or Statutes. Notices Required Of The District Clerk Are Automated. Incomplete Address Information Could Result In Failure To Receive Notices Concerning Your Cases.

Please complete this form in order to assist the District Clerk's Office in insuring that you receive computer generated, as well as, manually prepared notices as required by the Court, Rules, or Statutes.

Please check applicable box and provide correct information below:

- ☐ INITIAL REGISTRATION
- ☐ ADDRESS CHANGE
- ☐ NAME CHANGE (please give prior name) \_\_\_\_\_
- ☐ OTHER (please specify) \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***YOUR SIGNATURE IS REQUIRED***

**Please email this completed form within ten (10) working days to  
DataControl@hcdistrictclerk.com**