



Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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

About

The District Clerk's Office

The District Clerk performs the duties assigned by the Texas Constitution as registrar, recorder, and custodian of all court pleadings, instruments, and papers that are part of any legal cause of action in the Harris County District Courts and the County Criminal Courts at Law. While the Office is probably best known for summoning prospective jurors to over 90 courts, that is just one of the many duties of the office.

The Harris County District Clerk's Office performs many critical functions in the day-to-day operation of county government. They include:

- Managing the official records of all court proceedings for over 90 Harris County courts including County Criminal Courts at Law; District Criminal, Civil, Family, and Juvenile Courts; and numerous specialty courts
- Making these records available to the legal community and the public
- Accepting all new and subsequent filings for these courts
- Providing authorities with court orders to execute
- Securing trial evidence
- Assessing and collecting court costs, fines, and fees
- Maintaining the Court Registry
- Preserving historical documents
- Managing the juror summons and selection process for the above-mentioned courts plus the County Civil Courts and Justice of the Peace Courts.
- Processing passport applications
- Leading technological innovation among Texas District Clerks

District Clerk Office Contact Information

General Hours of Operation Monday - Friday, 8 a.m. - 4:30 p.m.

Call Center

Civil Court House
832-927-5800

Jury Assembly

1001 Preston
Basement
713-755-6392

Administration

201 Caroline, 4th floor
Room 420
832-927-5846

Criminal Customer Service

1301 Franklin, 1st floor
Room 100
832-927-5900

Family Intake

201 Caroline, 2nd floor
Room 210
832-927-5700

District Clerk Records

5900 Canal St., 1st floor
Room 104
832-927-5860

Accounting/Court Registry/Wage Withholding Service

201 Caroline, 1st floor
Room 170
832-927-5670

Human Resources

201 Caroline, 4th floor
Room 400
832-927-5790



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Passport Services

Hours 8:00 – 3:30

(Last passport application accepted at 3:30pm)

201 Caroline, Room 170

832-927-5690

Civil Intake/No Fee Filing

201 Caroline, 1st floor

Room 110

832-927-5600

Media Inquiries

media@hcdistrictclerk.com

Criminal Collections

1201 Franklin, 1st Floor

Room 1026

832-927-5928

Civil/Family Customer Service

201 Caroline, 2nd Floor

Room 210

832-927-5600

Civil Post Trial

201 Caroline, 2nd floor

Room 250

832-927-5740

Other Harris County Phone Numbers:

District Attorney

713-274-5800

Commissioner, Prec. 1

713-274-1000

Commissioner, Prec. 2

713-755-6220

Commissioner, Prec. 3

713-755-6306

Commissioner, Prec. 4

713-274-4000

Auditor

832-927-4600

Sheriff's Office

713-755-6044

County Attorney

713-755-5101

County Clerk

713-274-6390

Tax Assessor/Collector

713-274-8000

County Judge

713-274-7000



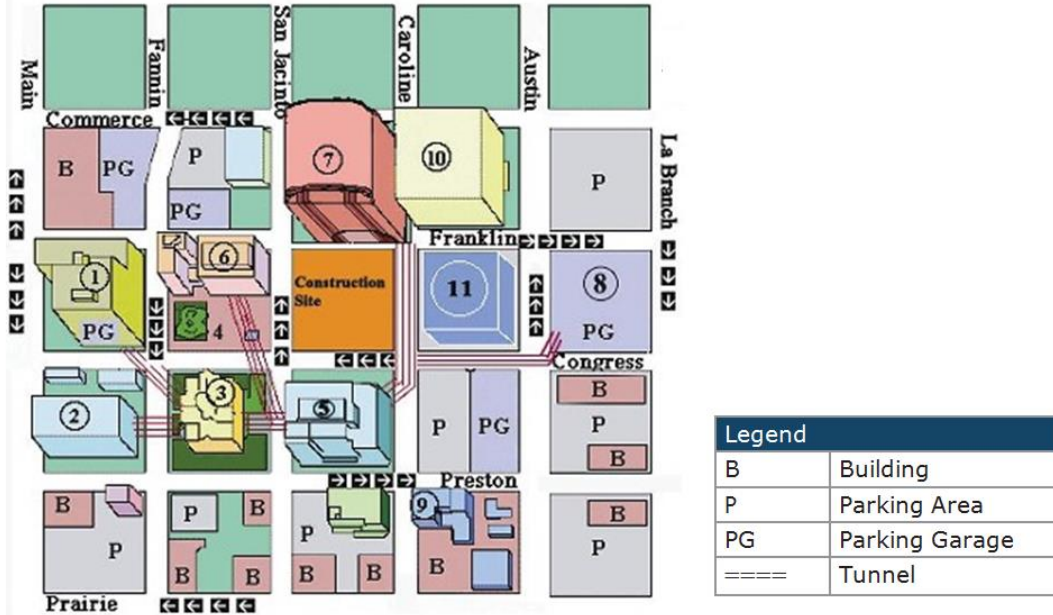
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Map of Downtown Courts Complex and Vicinity

The Courts Complex Map includes points of Interest, such a parking locations and places to buy lunch or snacks.



Code	Name	Location	Food Service
1	Congress Plaza	1019 Congress St.	Vending Machines
2	Administration Bldg. (Jury Assembly Basement)	1001 Preston St.	Vending Machines in Basement
3	Court of Appeals Bldg.	301 Fannin St.	1 st and 14 th Court of Appeals
4	Quebedaux Park	Corner of Fannin St. and Congress St.	N/A
5	Juvenile Justice Center	1200 Congress St.	Cafeteria in Basement
6	Family Law Center	1115 Congress St.	Snack Bar in Basement
7	Criminal Justice Center	1201 Franklin St.	N/A
8	Parking Garage (Discounted Juror Parking)	1401 Congress St.	N/A
9	Old Fire Station	1302 Preston St.	N/A
10	Criminal Customer Serv. (Old Central Jail)	1301 Franklin St.	N/A
11	Civil Courthouse	201 Caroline St.	Lubys/Starbucks in Basement