



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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

## [How to Access Your Case on Harris County District Clerk's Office Website](#)

Access to court records that are confidential by law is only permitted by the attorney and the litigants that are a party to that specific case. The Harris County District Clerk's Website has enabled a PIN feature that will allow you to view your case. Please follow this step by step guide that will show you how to retrieve your PIN.

**NOTE!** The supported web browser for the District Clerks Website is Internet Explorer 11. You may use other web browsers such as Chrome, Safari, Mozilla (Fire Fox), or Edge, but there is no guarantee that 3<sup>rd</sup> party web browsers will work effectively. If you have problems with 3<sup>rd</sup> party web browser in connection with the District Clerks Website, please consult your Technical Support for assistance.

1. You must create and register an account for the [District Clerk's Website](#) first. Once you have registered, hover your cursor over Online Services, then select Search Our Records. Type in your Case (Cause) Number, select Search. The next screen will show your case. Please click on your Case's Style.

The screenshot shows the 'Search Our Records and Documents' page. At the top, there is a navigation menu with links: Home, Civil, Family, Criminal, Child Support, Online Services, HR, About Us, Court Registry, Copies, Jury, FAQs, and a search icon. Below the navigation menu, the page title is 'Search Our Records and Documents' with a 'View Mobile Version' link. The page is divided into three main sections: Quick Links, Contact Information, and the Search Form.

**Quick Links:** Costs and Fees, Child Support Records, Jury Services, Search Our Records & Documents, Background Checks, FREEfax, e-Filing, Forms, Government Agencies, Historical Documents, How to Contact Us, District Clerk Biography.

**Contact Information:** Civil Courthouse, 201 Caroline, Houston, TX 77002. Mailing Address: Harris County District Clerk.

**Search Form:** The form is titled 'Search Our Records and Documents' and includes a 'Search Today's Filings' button. Below the button, there is a description of the search capabilities. The form fields are: Case (Cause) Number, Plaintiff (Starts With dropdown), Defendant (Starts With dropdown), Filed Date Range (mm/dd/yyyy), Court (dropdown), Case Type (dropdown), Case Status (dropdown), Bar Number, Transaction Number, AG Case (Cause) Number, Court Registry Account, Public Image Number, Tax ID (HCAD), and Envelope#. A 'Search' button is located at the bottom right of the form.



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2. Once you have selected your Case, the case details screen will pop up. (If the case details screen does not appear, please see page 5 for instructions for disabling your pop up blocker and Google toolbar.) Select the Images tab.

Chronological History (non-financial) Print All

Summary	Appeals	Cost Statements	Transfers	Post Trial Writs	Abstracts	Parties
Court Costs	Judgments/Events	Settings	Services/Notices	Court Registry	Child Support	<b>Images</b>

Preview DocketSheet Add DocketSheet to Basket Print Summary

Case (Cause) Summary		Court Details	
File Date		Current Court	157 <sup>th</sup>
Case (Cause) Location		Filing Court	157 <sup>th</sup>
Case (Cause) Status	Disposed (Final)	Address	201 CAROLINE (Floor: 11) HOUSTON, TX 77002 Phone:7133686230
Case (Cause) Type		JudgeName	
Next/Last Setting Date	N/A	Court Type	Civil
Judgment For			
Judgment Date			
Jury Fee Paid Date	N/A		

3. Once you select the Images tab, you will need to read the disclaimer. After you have read the disclaimer, click the highlighted word "here."

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Summary	Appeals	Cost Statements	Transfers	Post Trial Writs	Abstracts	Parties
Court Costs	Judgments/Events	Settings	Services/Notices	Court Registry	Child Support	<b>Images</b>

In order to better protect court documents, we now require you to have a registered login with our site. This is in accordance with Local, State and Federal practices and general web security protocols that ensure documents are properly accessed and to help guard against identity theft and fraud.

All public documents are still available to everyone, once they login, and can be viewed **FREE** of charge. No changes have been made to the type of documents available on our website. Please login below or click here to register with our site. Registration only takes a moment to complete and also ensures document purchases are recorded and can be re-transmitted if necessary.

If you are not a litigant in this case, you may visit our Customer Service departments to obtain copies of documents. Confidential or Sealed documents may not be dispensed to public customers.

If you are a litigant that is a party of this case and would like access to the restricted documents, please click here.

Welcome [Log Out](#)

If documents do not show after login, click here to reload page



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- Once you select here, a new screen will appear prompting you to enter your name and address. The address has to exactly match what you originally filed in your case. Please check your original court documents to see what address you used. Select submit, wait a few seconds, and you will see Registration Successful.

DISCLAIMER: Access to court records that are confidential by law is only permitted by the attorney and the litigants that are a party to that specific case. By requesting a PIN you are certifying that you are a party to the specific case you enter on the HC District Validator box titled "Case Number." If you are not a party to that case, cancel this transaction.

WARNING: In the event you intentionally submit false information to obtain a PIN and the District Clerk's Office becomes aware of the false submission, the information will be turned over to the proper legal authorities for investigation and possible prosecution.

Therefore, the Harris County District Clerk's Office STRONGLY urges individuals to be cognizant of the confidential or otherwise private information that is contained in documents filed in the District Clerk's Office and recommends that you DO NOT share your PIN with anyone. You are responsible for your PIN and its usage.

**The entry into these fields must match EXACTLY what has been recorded with the District Clerk's Office, including any or all punctuation marks and abbreviations.**

**Registration Successful!**

Case Number	<input type="text"/>	
Name	<input type="text"/>	* Max: 100 chars (Last, First Middle)
Street Number:	<input type="text"/>	* Max: 10 chars (Street Nbr or the words 'PO BOX')
Street Name:	<input type="text"/>	* Max: 100 chars
City	<input type="text"/>	* Max: 35 chars
State/Province	<input type="text" value="▼"/>	*
Zip (US Only):	<input type="text"/>	*

Submit    Reset    Close Window

- Your PIN will be sent to your email address you have on your Profile on the District Clerks Website. Check your email inbox for your PIN. You may have to check your SPAM folder as well.
- Go back to your Case, select Images, and click on "here." You will then see this prompt to enter your PIN and Verification\*. Type your PIN, the Verification, and select Submit. You are now able to view your case.



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Summary	Appeals	Cost Statements	Transfers	Post Trial Writs	Abstracts	Parties
Court Costs	Judgments/Events	Settings	Services/Notices	Court Registry	Child Support	Images

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All public documents are still available to everyone, once they login, and can be viewed **FREE** of charge. No changes have been made to the type of documents available on our website. Please login below or click here to register with our site. Registration only takes a moment to complete and also ensures document purchases are recorded and can be re-transmitted if necessary.

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If you are a litigant that is a party of this case and would like access to the restricted documents, please click here.

Welcome

Log Out

If documents do not show after login, click here to reload page

Cost Statements	Transfers	Post Trial Writs
Settings	Services/Notices	Court Registry

\* Enter the PIN you received in your email:

**Verification Check:**

You are forbidden to access this site using an automated program. Please type the word you see in the verification text box and then click on the Submit button to process your request.

\* Verification

Submit Close

Forgot your Pin? click .. [Forgot my PIN](#)

After you have followed these steps, and you are still having difficulty retrieving your PIN, please call our Customer Service line at (832) 927-5800 or email us at [DCA@hcdistrictclerk.com](mailto:DCA@hcdistrictclerk.com).



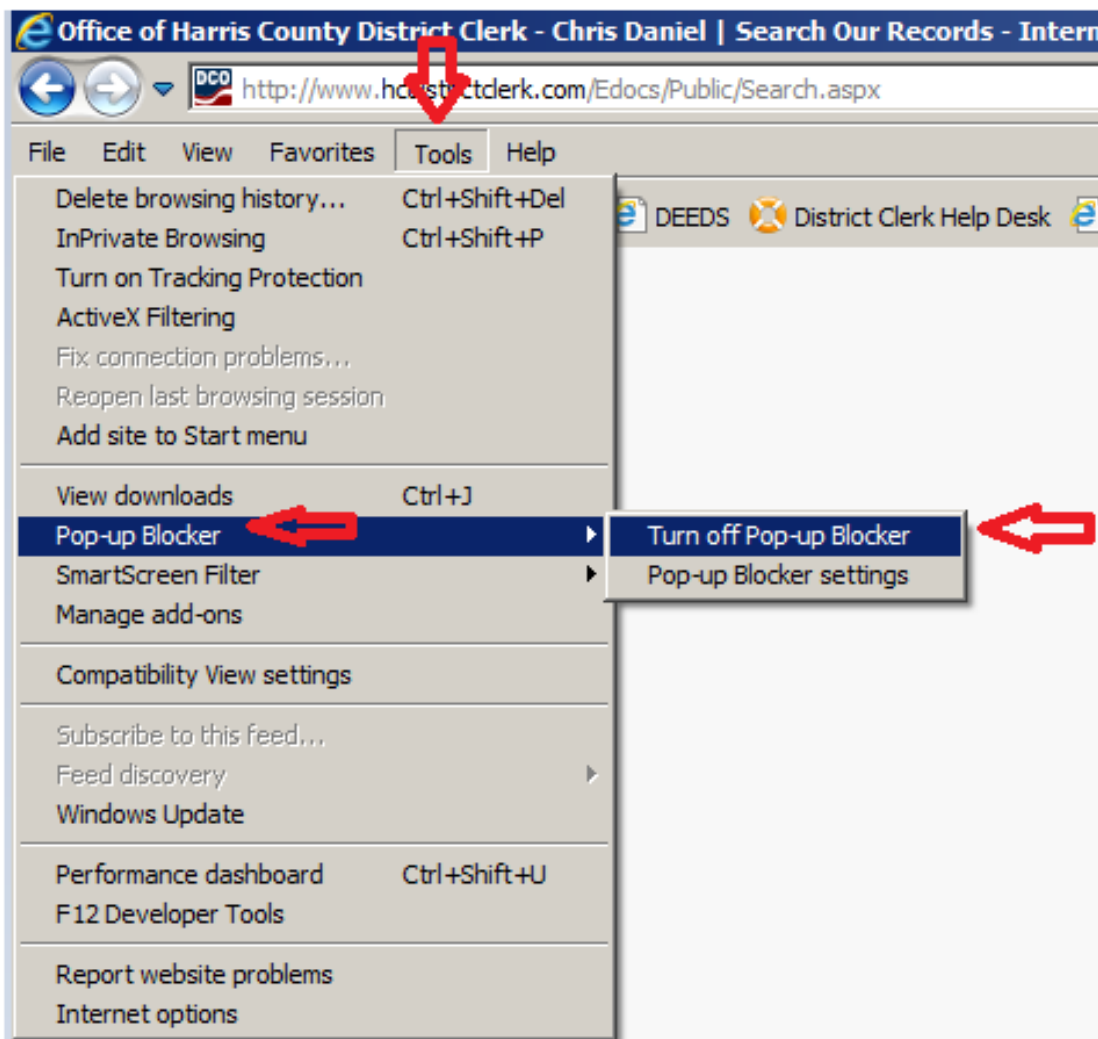


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**\*Before you enter your PIN and Verification, please make sure that your Pop-Up Blocker on your web browser is turned off.**



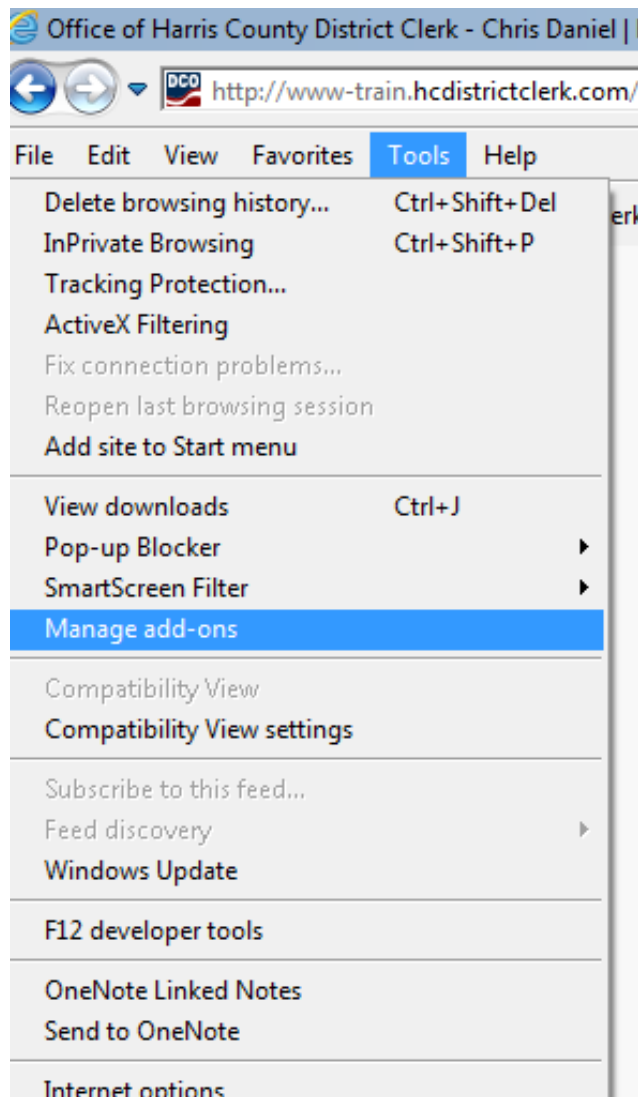


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**The Google Toolbar on your browser can block you from accessing your case as well. You can disable the Google Toolbar, by going to your Manage Add-Ons on your Internet Explorer browser, or just uninstall the Google Toolbar.**





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Add-on Types	Name	Publisher	Status	Architecture	Load time	Navigation...
<b>Adobe Systems, Incorporated</b>						
Toolbars and Extensions	Adobe PDF Reader	Adobe Systems, Incorpo...	Enabled	32-bit		
Search Providers	Adobe PDF Link Helper	Adobe Systems, Incorpo...	Disabled	32-bit		
Accelerators	<b>Google Inc</b>					
Tracking Protection	Google Update Plugin	Google Inc	Enabled	32-bit		
Spelling Correction	Google Toolbar	Google Inc	Enabled	32-bit and ...	0.00 s	0.00 s
	Google Toolbar Helper	Google Inc	Enabled	32-bit and ...	0.00 s	
	<b>Microsoft Corporation</b>					
	XML DOM Document	Microsoft Corporation	Enabled	32-bit and ...		
	Tabular Data Control	Microsoft Corporation	Enabled	32-bit and ...		
	SharePoint OpenDocuments Cl...	Microsoft Corporation	Enabled	32-bit		
	SharePoint Stssunc Handler	Microsoft Corporation	Enabled	32-bit		

Google Toolbar  
Google Inc

Version: 7.5.5111.1712  
File date: Today, July 17, 2014, 10 minutes ago  
More information

Type: Toolbar  
Search for this add-on via default search provider

Disable

After you have followed these steps, and you are still having difficulty retrieving your PIN, please call our Customer Service line at (832) 927-5800 or email us at [DCSA@hcdistrictclerk.com](mailto:DCSA@hcdistrictclerk.com).