



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

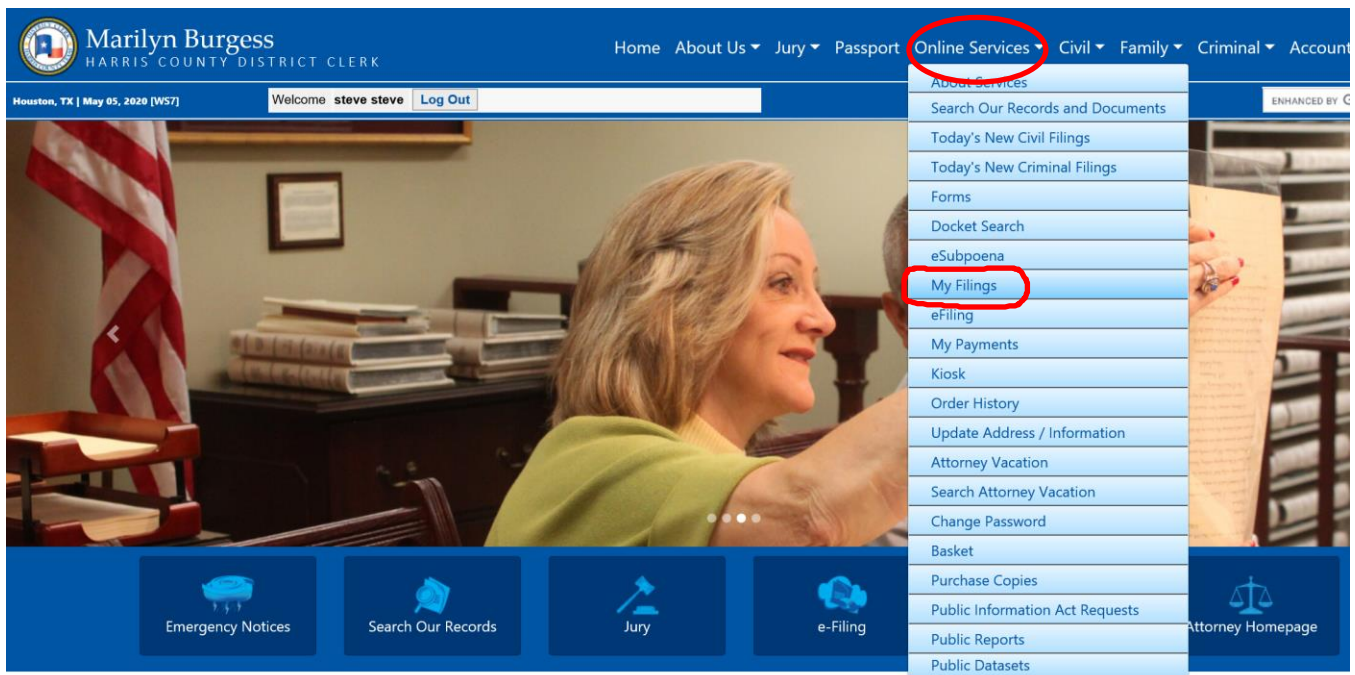
201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | www.hcdistrictclerk.com

## e-Hearing Features

### *How can I schedule my own hearings?*

eHearing is our online scheduling tool for certain hearings in the Harris County District Courts. Currently the pilot courts are for Family the 507<sup>th</sup> and for Civil the 61<sup>st</sup>, 127<sup>th</sup>, 151<sup>st</sup>, 165<sup>th</sup>, 189<sup>th</sup>, 269<sup>th</sup>, 270<sup>th</sup>, and the 334<sup>th</sup>. If you have efiled a motion in these pilot 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 and send to the court clerk.

1. Log into the DCO Website ([www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)) and navigate to Online Services > My Filings.



#### *Harris County suspends jury service through May 31 due to COVID-19*

Harris County District Courts have suspended jury service through May 31. If you have received a summons to a Justice of the Peace Court you will need to contact the court to see if your service is still required.



#### *Interview with Dr. Umair Shah 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,



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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

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

Houston, Texas | September 28, 2018

## My Filings

[Download Images](#)   [Download Subpoena](#)

Pending
Recent
Search

Please enter at least one search criteria

Trace #	Case/Cause	PFD*	File date range		Process date		Clerk
<input type="text"/>	<input type="text"/>	<input type="text"/>	From	To	From	To	pamela
<input type="button" value="Search"/>		<input type="button" value="Clear"/>					

	Image	Title	Category	File Date	Pages	Requests
<input type="checkbox"/>		78846266 Motion to Compel Discovery	Motions	3/2/2018 10:44:00 AM	4	
<input type="checkbox"/>		78846268 Exhibit A	Exhibits	3/2/2018 10:44:00 AM	6	N/A
<input type="checkbox"/>		78846269 Exhibit B	Exhibits	3/2/2018 10:44:00 AM	7	N/A
<input type="checkbox"/>		78846270 Proposed order on motion to compel discovery	Orders/Judgments	3/2/2018 10:44:00 AM	2	N/A

<input checked="" type="checkbox"/>	22885772	201659356-7		4	03/02/2018 10:44 AM	Accepted	03/02/2018	Pamela Robicheaux
<input checked="" type="checkbox"/>	22356848	201410574-7		4	02/07/2018 12:42 PM	Accepted	02/07/2018	PAMELA PARNELL
<input checked="" type="checkbox"/>	18491868	201722340-7		5	07/28/2017 12:18 PM	Accepted	07/28/2017	Pamela Robicheaux
<input checked="" type="checkbox"/>	17278618	201659356-7		1	05/26/2017 12:56 PM	Accepted	05/26/2017	Pamela Robicheaux
<input checked="" type="checkbox"/>	4968153	201472713-7		1	04/21/2015 02:53 PM	Accepted	04/21/2015	Pamela Robicheaux



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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

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

### My Filings - Hearing Request

**Case:** 201659356

**Court:**

**Docket:**

**Duration (minutes):**

**Reason:**

**Available Hearing Dates:**

October 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**Selected Hearing Date:** N/A      **Time:** N/A



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)

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

The screenshot shows the "My Filings - Hearing Request" interface. A modal dialog box titled "Confirm Hearing Request" is displayed, asking "Are you sure you want to request this hearing?". The dialog contains the following information:

Case	201659356
Docket:	Law Day Docket
Court:	269th - Civ
Date / Time:	11/1/2018 3:00 PM
Duration:	15 Minutes
Reason:	WRIT OF HABEAS CORPUS

At the bottom of the dialog are "Confirm" and "Cancel" buttons. Below the dialog, the interface shows "Selected Hearing Date: 11/1/2018" and "Time: 3:00 PM". At the bottom of the main interface are "Submit Hearing Request" and "Cancel Request" buttons.

5. Once the clerk receives the notice for hearing, the clerk will forward to the Judge for approval (if needed). After the Judge approves the date and time the customer should receive confirmation of the hearing through our notifications.

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.

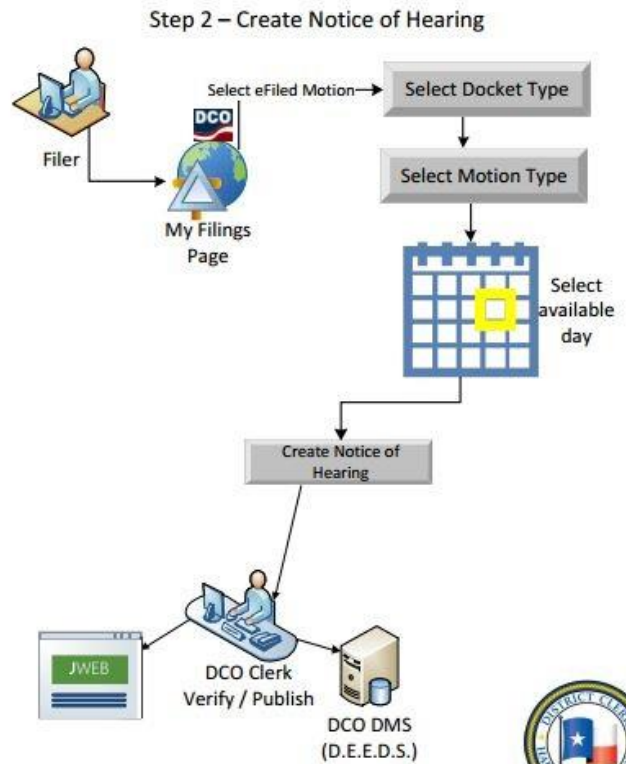
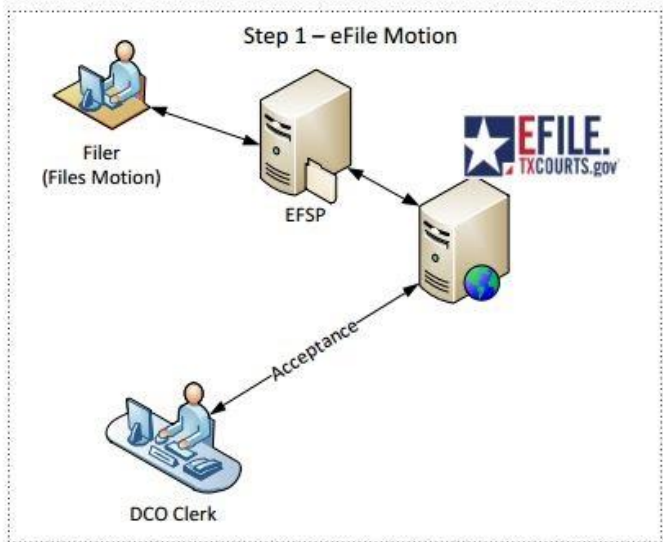


# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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

## Civil eCOURT Notice of Hearing 269th Pilot



eCourt Hearing diagram