



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 507th and for Civil the 61st, 127th, 151st, 165th, 189th, 269th, 270th, and the 334th. 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. After completion, the system will create the notice of hearing and send it to the court clerk.

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

The screenshot shows the website interface with a navigation menu on the right containing the following items:

- About Services
- Search Our Records and Documents
- Today's New Civil Filings
- Today's New Criminal Filings
- Forms
- Docket Search
- eSubpoena
- My Filings
- eFiling
- My Payments
- Kiosk
- Order History
- Update Address / Information
- Attorney Vacation
- Search Attorney Vacation
- Change Password
- Basket
- Purchase Copies
- Public Information Act Requests
- Public Reports
- Public Datasets

At the bottom of the page, there are three news items:

- Jury Calls have been Cancelled through May 31, 2020**: 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.
- 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.



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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.

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



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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



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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 page are "Submit Hearing Request" and "Cancel Request" buttons.

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.

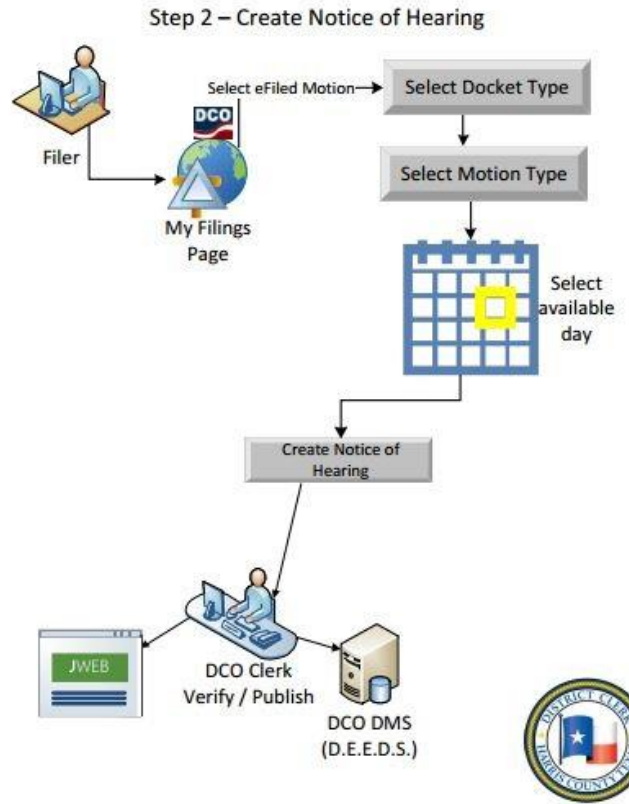
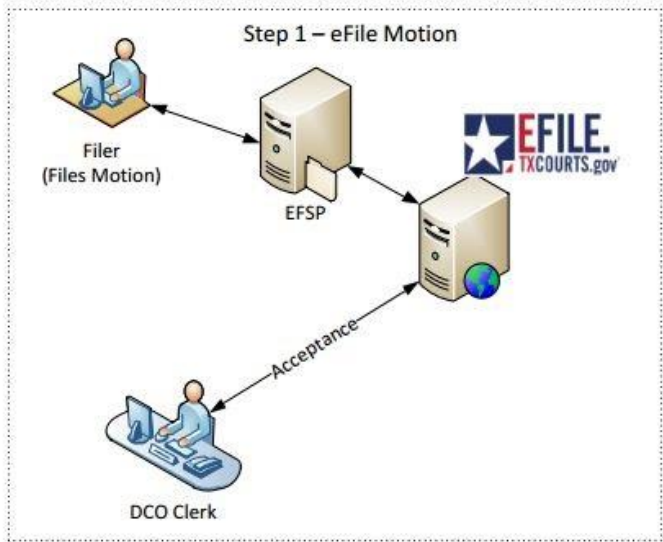


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Civil eCOURT Notice of Hearing 269th Pilot



eCourt Hearing diagram



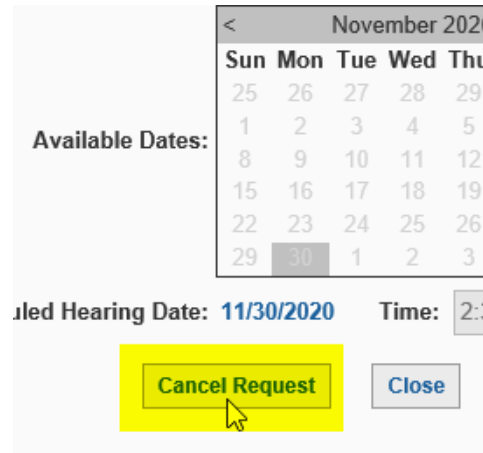
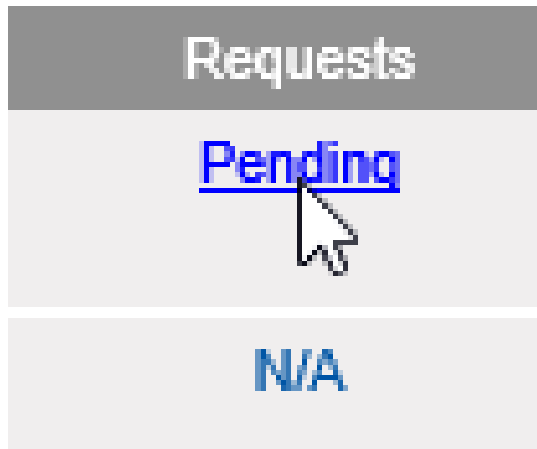
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If the scheduled hearing needs to be modified, you have a few options available:

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.





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- 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.

Scheduled Hearing Date: 11/16/2020 Time: 8:00

Pass / Reset 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.