



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 for Family are the 257th, 309th, 310th, & 507th and for Civil are the 61st, 127th, 151st, 165th, 189th, 269th, & 270th. 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 to send to the court clerk for review.

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

The screenshot shows the website interface for Marilyn Burgess, Harris County District Clerk. The header includes the logo, name, and contact information. A navigation bar contains links: Home, About Us, Jury, Passport, Online Services, Civil, Family, Criminal, and Account. Below the navigation bar, a user is logged in as 'steve steve' with a 'Log Out' button. A large banner image shows a woman in a courtroom. A sidebar menu on the right lists various services: About Services, Search Our Records and Documents, Today's New Civil Filings, Today's New Criminal Filings, Forms, Docket Search, eSubpoena, My Filings (highlighted with a red arrow), 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, and Public Datasets. At the bottom, there are four main service buttons: Emergency Notices, Search Our Records, Jury, and e-Filing. Below these, there are three news items: 'Jury Calls have been Cancelled through May 31, 2020', 'Harris County suspends jury service through May 31 due to COVID-19', and 'Interview with Dr. Umair Shah discussing COVID-19'.



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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.

My Filings

Download Images

PendingRecentSearchelssuanceeNotices

Please enter at least one search criteria

Trace #	Case/Cause	PFD*	File date range		Process date		Clerk
	20191631		From	To	From	To	
Search		Clear					

Trace no.	Case/Cause	PFD*	Docs Submitted	Status	Processed	Clerk
54328422	201916312-7		2	06/11/2021 10:56 AM Accepted	06/11/2021	KEELEY HODGINS
☐	96299720	Second Agreed Motion to Continue	Motions	6/11/2021 10:43:00 AM	3	
☐	96299721	Proposed Order Granting Second Agreed Motion to Continue	Orders/Judgments	6/11/2021 10:43:00 AM	1	N/A
	48196528	201916312-7	1	11/18/2020 10:50 AM Accepted	11/18/2020	SHANNON NORTH
	41602129	201916312-7	14	03/12/2020 12:41 PM Accepted	03/12/2020	SHANNON NORTH
	41591452	201916312-7	3	03/12/2020 07:57 AM Accepted	03/12/2020	SHANNON NORTH
	40870433	201916312-7	15	02/17/2020 09:15 AM Accepted	02/17/2020	SHANNON NORTH
	39444768	201916312-7	1	12/23/2019 08:09 AM Accepted	12/23/2019	TERESA KIRBY
	35966868	201916312-7	1	08/15/2019 07:51 AM Accepted	08/15/2019	VERONICA GONZALEZ



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

Office of Harris County District Clerk - Marilyn Burgess - ...

My Filings - Hearing Request

Case: 201916312

Court: 151st

Requestor: BIRDSELL, ANDREW M - 240779

Docket: Law Day Docket

Judge: Presiding Judge

Duration: 15 minutes

Reason: MOTION FOR CONTINUANCE (C

Available Dates:

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
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

Selected Hearing Date: 8/16/2021 **Time:** 10:00 AM

Submit **Close**



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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 a web interface titled "My Filings - Hearing Request". It displays a case number "201916312" and a court selection of "151st". A modal window titled "Confirm Hearing Request" is open, asking "Are you sure you want to request this hearing?". The modal contains the following details: Case: 201916312, Requestor: BIRDELL, ANDREW M - 24077966, Docket: Law Day Docket, Court: 151st, Date / Time: 8/16/2021 10:00 AM, Duration: 15 minutes, Reason: MOTION FOR CONTINUANCE (CIVIL), and Judge: Presiding Judge. At the bottom of the modal are "Confirm" and "Cancel" buttons. In the background, there are "Submit" and "Close" 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.

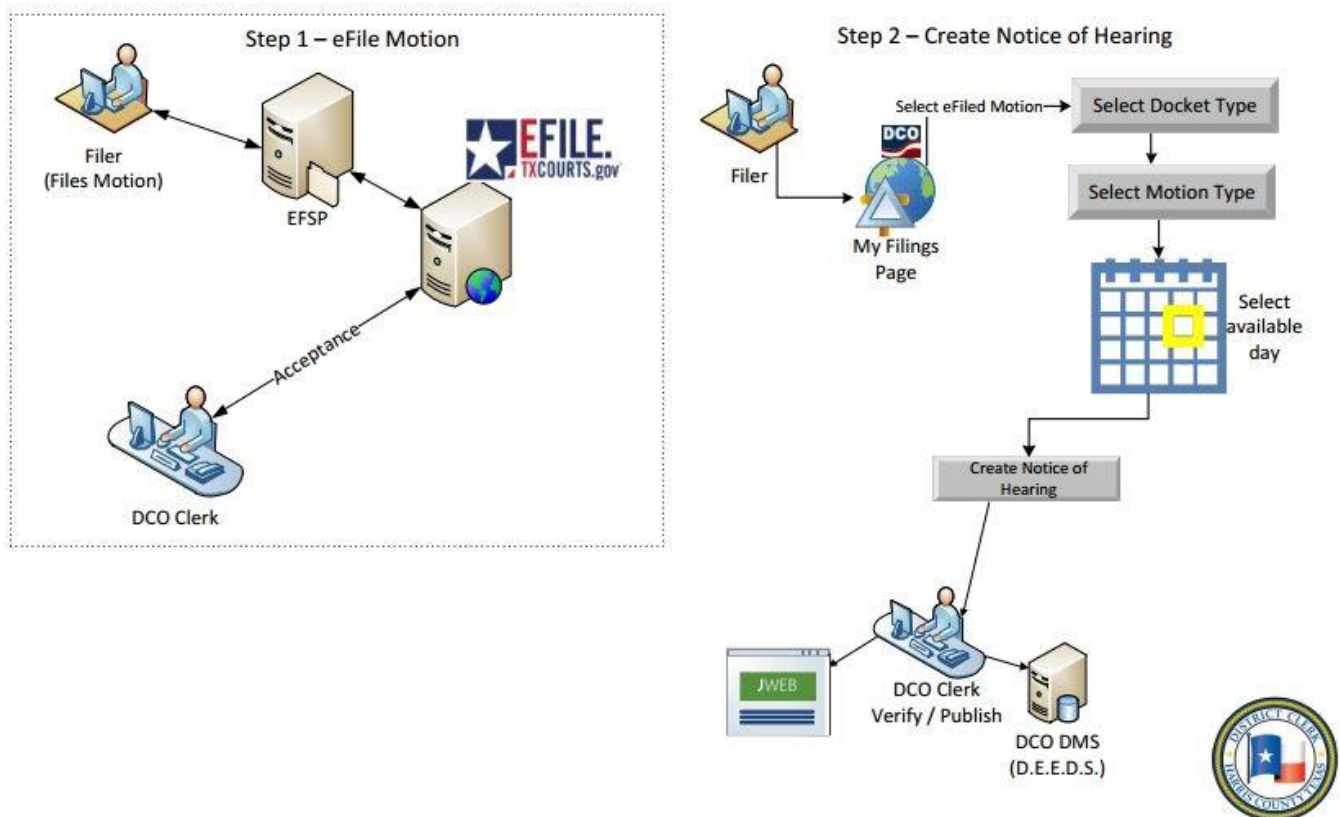


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Civil eCOURT Notice of Hearing 269th Pilot



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”.

Requests

[Pending](#)

N/A

Available Dates:

Sun	Mon	Tue	Wed	Thu
25	26	27	28	29
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	1	2	3

Scheduled Hearing Date: 11/30/2020 Time: 2:00 PM

[Cancel Request](#) [Close](#)

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.

Requests

8/15/2022
11:15 AM

N/A

Available Dates:

1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	1	2	3	4

Scheduled Hearing Date: 11/23/2020 Time: 8:00 AM

Pass / Reset Reason: Trial set in another court

[Pass](#) [Reset](#) [Close](#)



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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.

A screenshot of a web form for submitting a PASS request. The form has a light gray background. At the top, it says "Scheduled Hearing Date: 11/16/2020" in blue text, followed by "Time: 8:00" in a gray box. Below this is a yellow box with the text "Pass / Reset Reason: Trial set in another court". At the bottom, there are three buttons: a yellow "Pass" button, a gray "Reset" button, and a gray "Close" button. A mouse cursor is pointing at the "Pass" button.

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.