



## Frequently Asked Questions

### General

#### Where are you located?

- [201 Caroline, 5<sup>th</sup> Floor, Houston, Texas 77002](#)

#### What is your mailing address?

- Please address mail to:  
Harris County Clerk  
Attn: County Civil Courts  
P.O. Box 1525  
Houston, Texas 77251-1525

#### How do I contact the Trial Coordinator?

- The Trial Coordinator can answer questions regarding trial, dismissal, bankruptcy, status, pre-trial, and entry dockets, mediation, settlement announcements, and appointments.
  - [Civil Court No. 1 Staff Contact Information](#)
  - [Civil Court No. 2 Staff Contact Information](#)
  - [Civil Court No. 3 Staff Contact Information](#)
  - [Civil Court No. 4 Staff Contact Information](#)
  - [Civil Court No. 5 Staff Contact Information](#)
  - [Associate Judge Staff Contact Information](#)



### How do I contact the Court Clerk?

- The Court Clerk can answer questions regarding the documents filed in a case, hearing dates, hearing dockets, and filing assistance.
  - [Civil Court No. 1 Staff Contact Information](#)
  - [Civil Court No. 2 Staff Contact Information](#)
  - [Civil Court No. 3 Staff Contact Information](#)
  - [Civil Court No. 4 Staff Contact Information](#)
  - [Civil Court No. 5 Staff Contact Information](#)
  - [Associate Judge Staff Contact Information](#)

### How do I find a Judge for a wedding ceremony?

- All County Civil Judges welcome walk-ins 8:00 a.m. – 4:30 p.m., Monday – Friday (Except for [County Holidays](#)), You may also email the Trial Coordinator for availability and appointments.

## Filing and Accessing Case Information

### Where can I find county civil court case records online?

- Case records can be found on the Harris County Clerk's [County Civil Courts Document Search Portal](#)

### How do I find my court date or see upcoming settings?

- Case settings can be found on the Harris County Clerk's [County Civil Courts Settings Search Portal](#)



**Where do I find the zoom information for my court date?**

- On the [Harris County Civil Courts at Law homepage](#) or the [Harris County Courts Court Streams and Meeting Rooms page](#)

**How can I file a new case or documents into my existing case?**

- In-person at [201 Caroline, Suite 300, Houston, Texas 77002](#)
- [e-File](#) (Attorneys are required to file electronically)
- Mail: Please address mail to:  
Harris County Clerk  
Attn: County Civil Courts  
P.O. Box 1525  
Houston, Texas 77251-1525
- You can find forms, such as an [Answer](#), [Notice of Hearing](#), and more on the [Harris County Clerk's website](#).

**How do I search for documents filed in my case?**

- Case records can be found on the Harris County Clerk's [County Civil Courts Document Search Portal](#)

**How do I get a copy of a document in my case?**

- You can order copies from the [Harris County Clerk's Office website](#) or call 713-274-1330

**How do I set a motion for an oral or submission hearing?**

- File a Motion and [Notice of Hearing or Submission](#), with certificate of service, and certificate of conference into the case with a date and time for the hearing. Contact the Court Clerk associated with your court about available dates and times.
  - [Civil Court No. 1 Staff Contact Information](#)
  - [Civil Court No. 2 Staff Contact Information](#)



## HARRIS COUNTY CIVIL COURTS AT LAW

- [Civil Court No. 3 Staff Contact Information](#)
- [Civil Court No. 4 Staff Contact Information](#)
- [Civil Court No. 5 Staff Contact Information](#)
- [Associate Judge Staff Contact Information](#)

### **How do I pay into the registry of the Court?**

- Visit the County Clerk's Office in-person at [201 Caroline, 3<sup>rd</sup> Floor, Suite 300, Houston Texas 77002](#) or call 713-274-1330.

### **How do I e-file a document?**

- You can click [here](#) for more information on eFile

### **How do I file an appeal?**

- In-person at [201 Caroline, Suite 300, Houston, Texas 77002](#)
- [e-File](#) (Attorneys are required to file electronically)
- Mail: Please address mail to:  
Harris County Clerk  
Attn: County Civil Courts  
P.O. Box 1525  
Houston, Texas 77251-1525
- You can find more information on the appeal process through the [Texas Judicial Branch website](#)

### **How do I request a record on a case from the Court Reporter?**

- Contact the Court Reporter to request a record.
  - [Civil Court No. 1 Staff Contact Information](#)



- [Civil Court No. 2 Staff Contact Information](#)
- [Civil Court No. 3 Staff Contact Information](#)
- [Civil Court No. 4 Staff Contact Information](#)
- [Civil Court No. 5 Staff Contact Information](#)
- [Associate Judge Staff Contact Information](#)

## Additional Information

### How do I become a Special Commissioner or an Appointed Attorney or Guardian Ad Litem?

- Email the Trial Coordinator with interest in appointments. \* Appointments depend on the qualifications of the applicants, and not all applicants will be selected.
  - [Civil Court No. 1 Staff Contact Information](#)
  - [Civil Court No. 2 Staff Contact Information](#)
  - [Civil Court No. 3 Staff Contact Information](#)
  - [Civil Court No. 4 Staff Contact Information](#)
  - [Civil Court No. 5 Staff Contact Information](#)