



Frequently Asked Questions

General

Where are you located?

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



HARRIS COUNTY CIVIL COURTS AT LAW

How do I pay into the registry of the Court?

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

How do I e-file a document?

- You can clerk [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](#)
 - [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](#)