



# 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)

## About

### *The District Clerk's Office*

The District Clerk performs the duties assigned by the Texas Constitution as registrar, recorder, and custodian of all court pleadings, instruments, and papers that are part of any legal cause of action in the Harris County District Courts and the County Criminal Courts at Law. While the Office is probably best known for summoning prospective jurors to over 90 courts, that is just one of the many duties of the office.

The Harris County District Clerk's Office performs many critical functions in the day-to-day operation of county government. They include:

- Managing the official records of all court proceedings for over 90 Harris County courts including County Criminal Courts at Law; District Criminal, Civil, Family, and Juvenile Courts; and numerous specialty courts
- Making these records available to the legal community and the public
- Accepting all new and subsequent filings for these courts
- Providing authorities with court orders to execute
- Securing trial evidence
- Assessing and collecting court costs, fines, and fees
- Maintaining the Court Registry
- Preserving historical documents
- Managing the juror summons and selection process for the above-mentioned courts plus the County Civil Courts, Justice of the Peace Courts, and Probate Courts.
- Processing passport applications
- Leading technological innovation among Texas District Clerks

## District Clerk Office Contact Information

*General Hours of Operation Monday - Friday, 8 a.m. - 4:30 p.m.*

### **Call Center**

Criminal Justice Court House  
832-927-5800

### **Jury Assembly**

1201 Congress  
713-755-6392

### **Administration**

201 Caroline, 4<sup>th</sup> floor  
Room 420  
832-927-5846

### **Criminal Customer Service**

1201 Franklin, 3<sup>rd</sup> floor  
Room 100  
832-927-5900

### **Family Intake**

201 Caroline, 2<sup>nd</sup> floor  
Room 210  
832-927-5700

### **District Clerk Records**

5900 Canal St., 1<sup>st</sup> floor  
Room 104  
832-927-5860

### **Accounting/Court Registry/Wage Withholding Service**

201 Caroline, 1<sup>st</sup> floor  
Room 170  
832-927-5670

### **Human Resources**

201 Caroline, 4<sup>th</sup> floor  
Room 400  
832-927-5790



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## Passport Services

**Hours 8:00 – 3:30**

*(By Appointment Only)*

201 Caroline, Room 170

832-927-5690

## Civil Intake/No Fee Filing

201 Caroline, 1st floor

Room 110

832-927-5600

## Media Inquiries

[media@hcdistrictclerk.com](mailto:media@hcdistrictclerk.com)

## Criminal Collections

1201 Franklin, 1st Floor

Room 1026

832-927-5928

## Civil/Family Customer Service

201 Caroline, 2nd Floor

Room 210

832-927-5600

## Civil Post Trial

201 Caroline, 2<sup>nd</sup> floor

Room 250

832-927-5740

## Other Harris County Phone Numbers:

### District Attorney

713-274-5800

### Commissioner, Prec. 1

713-274-1000

### Commissioner, Prec. 2

713-755-6220

### Commissioner, Prec. 3

713-755-6306

### Commissioner, Prec. 4

713-274-4000

### Auditor

832-927-4600

### Sheriff's Office

713-755-6044

### County Attorney

713-755-5101

### County Clerk

713-274-6390

### Tax Assessor/Collector

713-274-8000

### County Judge

713-274-7000



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## Map of Downtown Courts Complex and Vicinity

The Courts Complex Map includes points of Interest, such a parking locations and places to buy lunch or snacks.

### Harris County Courthouse Complex

The map displays the Harris County Courthouse Complex with buildings numbered 1 through 8. Building 1 is marked with a red star and 'JURY'. Building 6 is also marked with 'JURY'. A legend on the right side of the map provides details for each building, including its address and function. A QR code is located at the bottom right of the map area.

Number	Address	Function
1	1401 Congress Ave.	Harris County parking garage
2	201 Caroline St.	Civil Courthouse
3	1201 Franklin St.	Central Justice Center (CJC)
4	1001 Preston St.	Administration building
5	1200 Congress Ave.	Juvenile Justice Letter (J.J.)
6	1201 Congress Ave.	JURY
7	1115 Congress Ave.	Family Law Center
8	49 San Jacinto St.	Community Supervision & Corrections Dept. (CSCD) Pretrial Services

\* Entrance to Harris County Building