

## HOW TO GET YOUR CLIENT TO SIGN DOCUMENTS THROUGH KIOSK:

- 1) Log onto hcdistrictclerk website and go to the kiosk. Search & locate your client's case.
- 2) Click on the box with your client's name.
- 3) Scroll down to the drop down menu "parties."
- 4) Scroll all the way to the bottom and enter client email & phone number.
- 5) Click "Create Defendant's login."

Quick Search - Atty Court Def Case Party ← search

Court: 178th - Criminal Setting Date: 09/02/2020 WS5

Search Clear  Search Clients Only

Click on a case file for details.

Status: Bond Made Bond: \$30,000.00  
Atty: [REDACTED]  
Case: [REDACTED]  
Offense: [REDACTED]  
Next Set Date: 9/02/2020 01:00 PM Filed: 4/08/2019  
Set Reason: Plea ← click

Summary Info  
Images  
Sign Forms Click to sign or edit forms  
Generate Forms  
Settings  
History  
Bonds  
Bookings / Holds  
Activities  
Parties

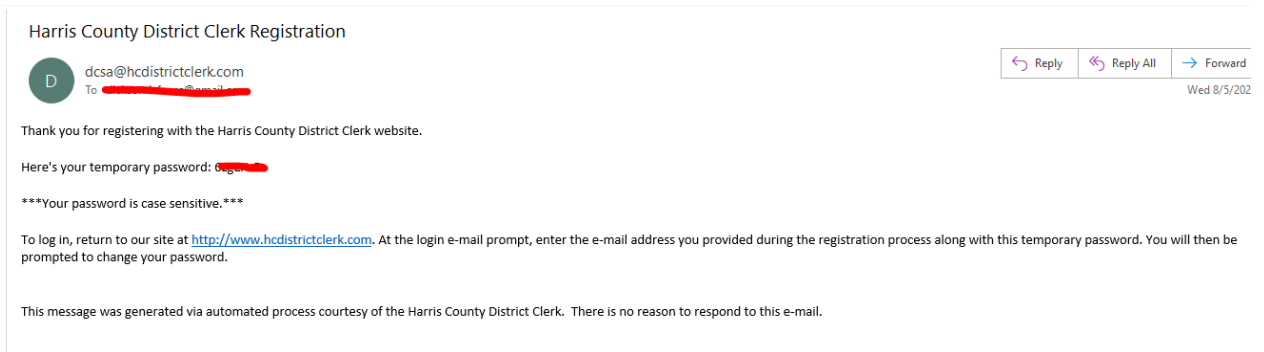
Party	Connection	SPN
[REDACTED]	BAIL BONDSMAN	[REDACTED]
[REDACTED]	JUDGE - CRIMINAL	[REDACTED]
[REDACTED]	ATTORNEY	[REDACTED]
[REDACTED]	CRIMINAL	[REDACTED]

Email Addr: Phone Nbr: Create Defendant's Login

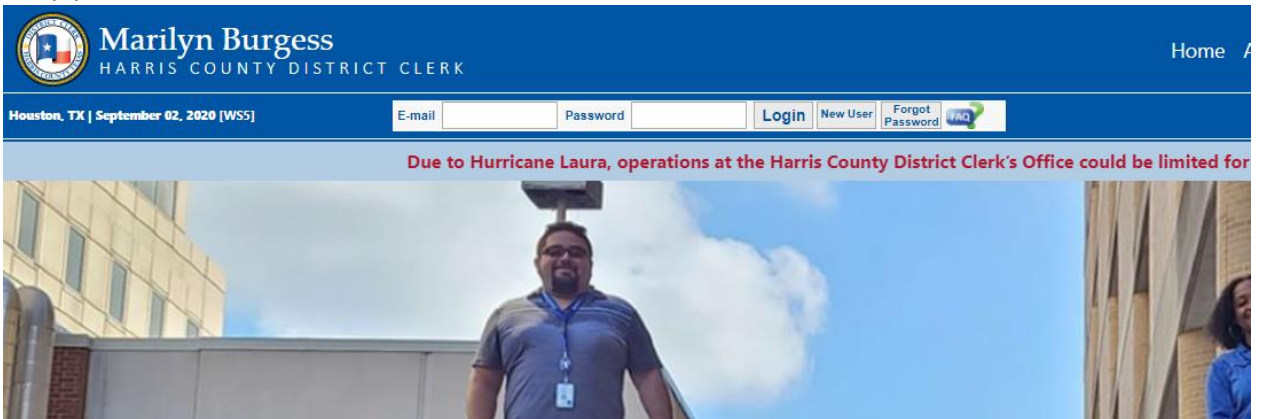
Note: This login is only applied to this defendant.

client info

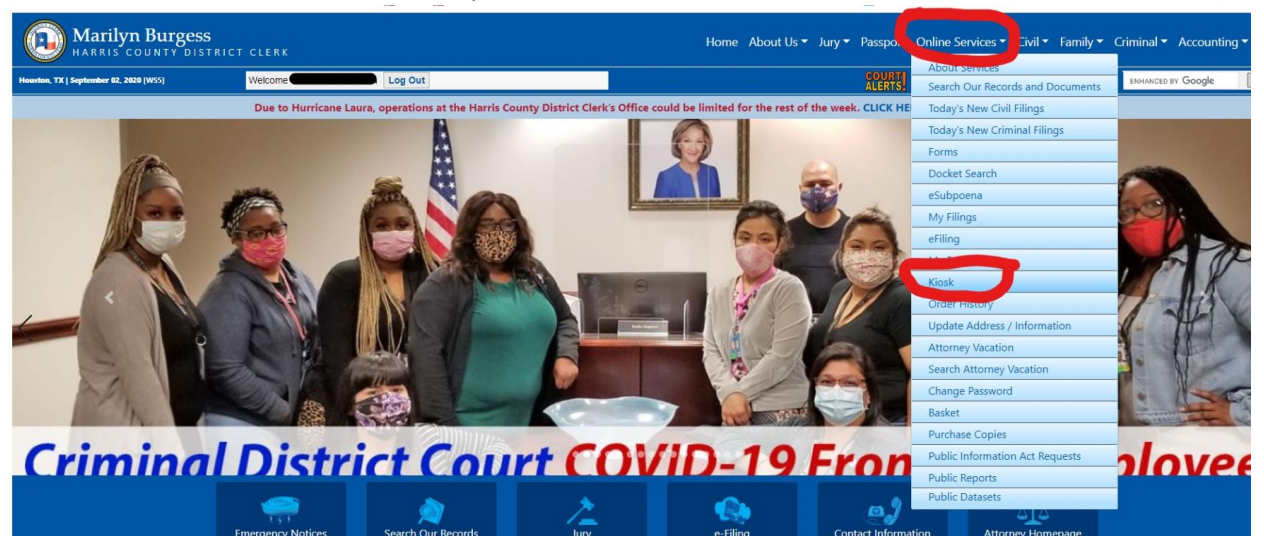
- 6)
- 7) Client will receive email with instructions on how to log in to the kiosk.



- 8) Client clicks link, it directs to hcdistrict clerk homepage and then client enters email address and temp password.



- 9)
- 10) The link takes client to the hcdistrictclerk home page.
- 11) Have client click the online services drop down, and click KIOSK



- 12)
- 13) This will take the client to the kiosk. Their screen will look like this:

Quick Search ▾ Atty Court Def Case Party \*\*User Guide\*\* Home Log Out

Texas Bar no.  Attorney SPN  WSS

**Click on a case file for details.**

Status: Bond Made Bond: \$1,000.00  
 Atty: [REDACTED] (HAT) BarNbr: [REDACTED]  
 Case: [REDACTED] - 3 (Active - CRIMINAL) Court: [REDACTED]  
 Offense: [REDACTED]  
 Next Set Date: NA Filed: 5/02/2018  
 Set Reason: NA

Summary Info ⬆

Images ⬇

**Sign Forms** ⬆ Click to sign or edit forms

These forms are being 'generated' for the court to process electronically. They will NOT be filed in the case file until that process is complete. Please inform the Clerk when you are ready to approach the Judge on this matter.  
 \*Red signatures are required.

Case Number	Document	Pending	Captured
<b>SIGN</b>	Trial Court's Certification of Def Right of Appeal VIEW Created By: [REDACTED] PM Last Modified By: [REDACTED] 12:00:00 PM	*Attorney,Defendant,Judge	
<b>SIGN</b>	Advice of Defendant's Right of Appeal VIEW Created By: [REDACTED] PM Last Modified By: [REDACTED] 12:00:00 PM	*Defendant,Judge,Clerk	
<b>SIGN</b>	Waivers and Admonishments VIEW Created By: WILLIAMS_MAEGAN 9/2/2020 12:00:00 PM Last Modified By: WILLIAMS_MAEGAN 9/2/2020 12:00:00 PM	*Attorney(2) Defendant Judge Clerk Defendant(INI)(26)	
459954004040	Discovery Log VIEW	*Attorney,Attorney,Judge	

- 14) Tell them to click the box with their name on it.
- 15) Note: if they have more than one case, they need to click on the box with the specific case.
- 16) Click SIGN FORMS
- 17) A drop down will open up with boxes for them to sign. Click the word SIGN, a document will pop up.
- 18) Be sure to tell them to select the drop down for I am a defendant.
- 19) SIGN
- 20) Click Apply signature.
- 21) Click Close.
- 22) Done.

Sign below Slowly WSB Close

Sign

Select Signer: I am an Attorney Apply Signature Clear Remove

I am an Attorney

I am a Defendant

CAUSE NO. [REDACTED]

THE STATE OF TEXAS

VS.

[REDACTED]

OF

HARRIS COUNTY, TEXAS

TRIAL COURT'S CERTIFICATION OF DEFENDANT'S RIGHT OF APPEAL\*

I, judge of the trial court, certify this criminal case:

- Is not a plea-bargain case, and the defendant has the right of appeal [or]
- Is a plea-bargain case, but matters were raised by written motion filed and ruled on before trial, and not withdrawn or waived, and the defendant has the right of appeal [or]
- Is a plea-bargain case, but the trial court has given permission to appeal, and the defendant has the right of appeal [or]
- Is a plea-bargain case, and the defendant has NO right of appeal [or]
- The defendant has waived the right of appeal.

Judge \_\_\_\_\_ Date Signed \_\_\_\_\_

I have received a copy of this certification. I have also been informed of the rights concerning an appeal of this criminal case, including any right to file a *pro se* petition for discretionary review pursuant to Rule 68 of the Texas Rules of Appellate Procedure. I have been admonished that my attorney must mail a copy of the court of appeals' judgement and opinion to my last known address and that I have only 30 days in which to file a *pro se* petition for discretionary review in the Court of Criminal Appeals. TEX. R. APP. P.

23)