



# TENESHIA HUDSPETH

## COUNTY CLERK

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**FOR IMMEDIATE RELEASE**  
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### **Harris County Clerk Re-Opens Downtown Office For Civil, Probate and Public Records In-Person Transactions**

**(Houston, TX)** – Harris County Clerk Teneshia Hudspeth announced that starting Monday, May 3<sup>rd</sup>, her office will re-open to the public for Civil, Probate, and Public Records transactions.

“Our office has been given the green light to be able to provide additional in-person services that until now were being offered only online or by phone,” **said Clerk Hudspeth**. “Customers who need certified copies or need to file other documents in person can make an appointment at our downtown office.”

The appointments at 201 Caroline Street for the Civil and Probate departments are available Monday-Thursday, 9 a.m. to 3:30 p.m. Appointments for the Public Records department are available Monday-Friday, 9 a.m. to 3:30 p.m.

To schedule an appointment, go to [www.cclerk.hctx.net/Applications/AppointmentBooking](http://www.cclerk.hctx.net/Applications/AppointmentBooking). Below is the list of services available by appointment.



<b>Civil Department</b>	<b>Probate Department</b>	<b>Public Records</b>
<ul style="list-style-type: none"><li>• Certified Copies</li><li>• Citation Pickup</li><li>• Occupational License - Certified Copy</li><li>• Occupational License - Filing</li><li>• Post Judgement Pickup</li><li>• Registry of Courts - Deposit Funds</li><li>• Registry of Courts - Minor's Withdrawal</li></ul>	<ul style="list-style-type: none"><li>• Citation Pickup</li><li>• Filing or Deposit/Withdraw of Wills for Safekeeping</li><li>• Ordering Certified /Non-Certified Copies</li><li>• Ordering Letters</li><li>• Pickup Copies/Pre-Ordered Letters</li></ul>	<ul style="list-style-type: none"><li>• Copy of Marriage License</li><li>• Copy of Real Property</li><li>• Foreclosure Filing</li><li>• Posting Foreclosure Notice</li></ul>

[www.cclerk.hctx.net](http://www.cclerk.hctx.net)

“Last month, we fully opened our Personal Records and Real Property departments, so customers no longer need an appointment to apply for a marriage license, DBA, or file real property documents,” **added Clerk Hudspeth**. “As we continue to expand our services, we are doing all we can to make sure our clients can access what they need. Face coverings and social distancing are still required when visiting our office.”

For additional information and a list of online services available, visit [www.cclerk.hctx.net](http://www.cclerk.hctx.net). For news and updates, follow us @HarrisCoTXClerk on Facebook, Instagram, and Twitter.

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