



## DA Portal General Instructions

The DA Portal is accessed two ways: (1) direct (<https://web.dao.hctx.net>) or (2) through the Harris County District Clerk’s website. Using either method, you must first have an online account/login with the District Clerk. Note: You must be the attorney of record per the District Clerk’s system before you will be able to access the portal for that case. When you open your criminal case, on the “summary” tab, you will see a link to the DA Portal.

### DIRECT LINK

<https://web.dao.hctx.net>

Use  
your  
Harris  
County  
District  
Clerk  
login



#### HCDA Login

Username

Password

Login

\* Use same credentials as your DCO login

Once logged in, you will have a search screen within the DA Portal. You can search by name, cause, spn, and other fields. If you are not the attorney of record, your search will result in a message indicating no records found.

OFFICE OF DISTRICT ATTORNEY  
HARRIS COUNTY, TEXAS **KIM OGG**

APPLICATIONS   INVESTIGATOR   PRESENTATIONS   [FAQS](#)   [HELP DESK](#)

Logged in as: [redacted]@hctx.net [Csla]   [Logout](#) | [New Search](#)

HCDA Search

*HCDA Search*

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Last Name: <input type="text"/>      | First Name: <input type="text"/>     |
| Race: <input type="text"/>           | Sex: <input type="text"/>            |
| DOB: <input type="text"/>            | SSN: <input type="text"/>            |
| SO Number: <input type="text"/>      | FBI Number: <input type="text"/>     |
| SPN: <input type="text"/>            | State ID: <input type="text"/>       |
| DL Number: <input type="text"/>      | DL State: <input type="text"/>       |
| Cause Number: <input type="text"/>   | Court Number: <input type="text"/>   |
| DA Log Number: <input type="text"/>  | Setting Date: <input type="text"/>   |
| Offense Date: <input type="text"/>   | Offense Number: <input type="text"/> |
| License Plate: <input type="text"/>  | Plate State: <input type="text"/>    |
| AFIS Id: <input type="text"/>        | VIN Number: <input type="text"/>     |
| JOT Search: <input type="checkbox"/> | Phone Number: <input type="text"/>   |

## THROUGH THE CLERK'S WEBSITE

Click on DA DEFENSE PORTAL as shown:

14-010 - The State of Texas vs. CA [REDACTED] AR (Court 178)

Print All (non-financial)

Summary Appeals Bonds Activities Bookings/Holds Criminal History Witness Parties

Restitu/Copies Fees Settings Court Registry Related Cases Aliases Payment Plan Images

Print Summary

**DA DEFENSE PORTAL** – by clicking on this link, you will be leaving the District Clerk site and going to the District Attorney site.

| Case (Cause) Summary  |                                 | Defendant Details                  |   |
|---|---------------------------------|------------------------------------|---|
| Case  | 14-010 - 3                      | Race/Sex                           | W / M   |
| File Date   | 11/13/2013                      | Eyes                               | BRO   |
| Case (Cause) Status   | Pending Completion of Probation | Height/Weight                      | 5'06 / 153 LBS  |
| Offense   | ROBBERY-THREATS                 | Skin                               | BLK   |
| Last Instrument Filed   | Felony Indictment               | DOB                                | [REDACTED]  |
| Case Disposition  | DEFERRED ADJUDICATION OF GUILT  | Build                              | [REDACTED]  |
| Case Completion Date  | 6/5/2017                        | In Custody                         | N   |
| Defendant Status  | DEF ADJ                         | Place Of Birth                     | [REDACTED]  |
| Bond Amount   | \$0.00                          | Address                            | [REDACTED] HOUSTON, TX 77001                                      |
| Next/Last Setting Date  | 6/5/2017                        | Markings                           | [REDACTED]  |
| <b>DA DEFENSE PORTAL</b> – by clicking on this link, you will be leaving the District Clerk site and going to the District Attorney site. |                                 | <b>The Current Presiding Judge</b> |   |
|   |                                 | Current Court                      | 178 <sup>th</sup>   |
|   |                                 | Address                            | 201 CAROLINE (Floor: 9)<br>HOUSTON, TX 77002<br>Phone: 7137556336 |
|   |                                 | JudgeName                          | Kelli Johnson   |
|   |                                 | Court Type                         | Criminal  |

You will be asked to enter your credentials – this is the SAME email/user and password that you use for the District Clerk's website. You will then be able to view the case via the DA Portal:

Charge: ROBBERY-THREATS

Arresting Charge: AGG ROBBERY-DEADLY WPN

Cause Number: 14-010

Case Type: FELONY CASES

Court Number: 178

File Date: 11/13/2013

Bond: 000000

Agency: HOUSTON POLICE DEPARTMENT (TXHPD0000)

DA Log Number: [REDACTED]

OR Number: 141723813

Offense Date: 11/11/2013

Officer Name: MACHAC, TOMMY LYNN

Transaction Number: [REDACTED]

Case Status: DEFERRED ADJUDICATION OF GUILT

Next Court Date: 6/5/2017

Disposition Category: DEFERRED

Disposition: DEFERRED ADJUDICATION OF GUILT

Disposition Date: 6/5/2017

Summary of Facts Summary Connected Settings DEEDS Files

ON 11-11-13 THE COMPLAINANT WAS INSIDE HER HOUSE AT 7 [REDACTED] BER JACK. THEDEFENDANT COMES TO THE COMPLAINANTS HOUSE LOOKING FOR HER BROTHER (WITNESS)THE COMPLAINANT ADVISES THE DEFENDANT THAT THE WITNESS IS NOT HOME AND THEDEFENDANT THEN COMES ON INSIDE THE HOUSE LOOKING FOR THE WITNESS. THE COMPLAINANT STATED THAT THE DEFENDANT THEN GOES TO HER ROOM AND LOCKS THE

If the case is a Houston Police Department case, you can click on the report icon to view the current report and all entered supplements (so long as it is not a "confidential" file per HPD policy). The "summary of facts" tab gives you the DIMS summary. The "summary" tab is the District Clerk's JIMS information. "Connected" shows the parties. "Settings" is the District Clerk's JIMS information for court/docket settings. "DEEDS" will give you the District Clerk's public images for the file. And "Files" will be where you find your discovery.

Clicking the “Files” tab, will display a list of any available discovery items which you can open, view, or download.

Discovery items would be listed here if any are available



Charge: ROBBERY-THREATS  
 Arresting Charge: AGG ROBBERY-DEADLY WPN  
 Cause Number: 14 [REDACTED] 10 [REDACTED]  
 Case Type: FELONY CASES  
 Court Number: 178  
 File Date: 11/13/2013  
 Bond: 000000  
 Agency: HOUSTON POLICE DEPARTMENT (TXHPD0000)  
 DA Log Number: 2009361  
 OR Number: 141723813 [REDACTED]  
 Offense Date: 11/11/2013  
 Officer Name: MACHAC, T [REDACTED] N  
 Transaction Number: [REDACTED]  
 Case Status: DEFERRED ADJUDICATION OF GUILT  
 Next Court Date: 6/5/2017  
 Disposition Category: DEFERRED  
 Disposition: DEFERRED ADJUDICATION OF GUILT  
 Disposition Date: 6/5/2017

Summary of Facts | Summary | Connected | Settings | DEEDS | **Files**

| ID   | Type | Click Name To View/Listen | Ext | Length | Date |
|--|------|---------------------------|-----|--------|------|
| (Watermark: HARRIS COUNTY DISTRICT ATTORNEY) |      |                           |     |        |      |

## AUTOMATIC EMAIL NOTIFICATIONS

As information is received, it is added to our eCase electronic case file. Once the item is in eCase, the prosecutor must review the items and mark each item as available to the defense before you will see it in the list of files. When items are made available to the defense, our system will generate an email notifying the attorney of record that new items are available.

**The following media has been made available on the Harris County District Attorney Defense Portal:**

| CDI | CauseNumber  | Court | DefendantSPN | DefendantName      | ItemDescription |
|-----|--------------|-------|--------------|--------------------|-----------------|
| 003 | 158511001010 | 337   | 02941097     | GOMEZ-PARADA, JOSE | MOEP1585110     |
| 003 | 158511001010 | 337   | 02941097     | GOMEZ-PARADA, JOSE | PleaP1585110    |

The HCDAAO Defense Portal can be accessed at <https://web.dao.hctx.net/defense/Login.aspx>

The email notifications are batched and sent once a day to avoid multiple emails, but the batched email will show you all items for all cases that are new. There is a link to the DA Portal in the email. If you use that link, you bypass the District Clerk’s website and you log in directly to the DA Portal where you can then search for your case. Again, only the attorney of record will see information related to their cases. Any search that does not relate to a case in which you are the attorney of record will result in a return of no results for your query.